

 mB;jk[kM isty
 lakku
 fodk
 , oafmek/k
 fuxe]

 i#lu
 dk/24k
 11]
 ekguh
 jk/i
 ngikuk8/49001]
 njikk01358/2678078]

 2672404
 QSL
 08158/2672337]
 h&ey
 upsvnn@gmail.com

## <u>l pukdkvf/kdlj vf/lii; e & 2005</u>% ykl vf/kdljh}ljkizlf/r fd, throdyseliqy

# Hex & 2 46 Mgy & 51/2

## iHe 1 Jdj.k & 0 72012813 f}rh 1 Jdj.k & 0 72013814 rrh 1 Jdj.k & 0 72013814 pr JZ1 Jdj.k & 0 72014815 pr JZ1 Jdj.k & 0 72015816 Jpe 1 Jdj.k & 0 72016817 kBe-1 Jdj. & 0 72017818

## nRjl[kMistyläkku fodkl, oafuelZkfuxe] izku dk[Z;%11] elguhjl4[ ngjkun82/1900]

## nR;jl[kMi\$tyläklu fodli, oafiel%kfixe] i#lu dk[%;%11] elguhjl%[ ngjkm8%49001

## मैनुअल – 5 अपने द्वारा या अपने नियन्त्रणाधीन धारित या अपने कर्मचारियों द्वारा अपने कर्तव्यों के निर्वहन के लिये प्रयोग किये गये नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख

## Manual – 5

The rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions; of any arrangement that exists for consultation

h

# <u>næjk[kMistyllklufodk], oafuelZkfuxe</u> <u>fálfljk[kMistyfuxe</u>½ lpukdkvfldlj vflfu; e&2005%yld vfldljh}ljkizlf k fil; stkusolysefny

## vu**d el£ k**lk

| d <b>Øl f</b> | fo'ly  | <b>RV L</b> | [;] |
|---------------|--|-------------|-----|
| 1             | i#DiHu%l fpo isty] nH;j4[kM'H4u@v/;{lk nH;j4[kM<br>isty låkku fodH_, oafuelZkfuxeA   | 1           | 1   |
| 2             | ižrkukkizUkfunški] ničji[kMiștylžkiu fodil, oa<br>fuelZkfuxe] ngjkunA  | 2           | 10  |
|               | e Singy & 5  |             |     |
| 3             | टींजूए & अपने द्वारा या अपने नियन्त्रणाधीन धारित या अपने कर्मचारियों द्वारा<br>अपने कर्तव्यों के निर्वहन के लिए प्रयोग किये गये नियम, विनियम, अनुदेष,<br>निर्देषिका और अभिलेख                                  |             |     |
|               | (The rules regulations instruction manuals and records held by<br>it or under its control or used by its employees for discharging   |             |     |
|               | its functions)   |             | •   |
|               | lyänd &1   | 11          | 18  |
| 1             | सूचना अधिकार अधिनियम 2005  | 19          | 46  |
| 2             | प्रधान कार्यालय के पत्रांक <b>R</b> -101/दिषा निर्देष(अपील) दि0 24.02.10 के साथ<br>शासन के पत्रांक 144/XXXI(13)G/2010 दि0 11.02.2010 में नामित पदनाम   |             |     |
|               | का प्रयोग किया जाये, कृत्ये शब्द का प्रयोग न किया जाये के सम्बन्ध में आदेष   | 47          | 50  |
| 3             | शासन के पत्रांक 622 / उन्तीस(1) / 2011–(08 सूचना) / 07 दि0 27.05.11 द्वारा<br>सूचना का अधिकार अधिनियम, 2005 के अन्तर्गत सूचना मांगने वाले व्यक्तियों के<br>जाश भटना का व्यक्तग्र किये जाने के गावन्स में भोन्छ |             |     |
|               |  | 51          | 52  |
| 4             | पंचायती की प्रषासनिक कीयकारी एवं वित्तीय आधंकारी के संक्रमण हतु<br>शासनादेष संख्या 622 / स0ग्रा0 / अ0रो0अनु0 / 92(25) / 2003 दि0 29.10.2003  | 53          | 57  |
| 5             | पेयजल विभाग से सम्बन्धित प्रषासनिक, कार्यकारी एवं वित्तीय<br>अधिकारी/दायित्वों को पंचायती राज्य संस्थाओं को संक्रमित किये जोन हेतु   |             |     |
|               | शासनादेष संख्या 2121/उन्तीस/04.—02/2004 दिनांक 17.08.2004  | 58          | 67  |
| 6             | कुमांयू एवं गढ़वाल वाटर एक्ट 1975 (उ०प्र० अधिनियम संख्या ४६, 1975)   | 68          | 78  |
| 7             | कुमांयू एवं गढ़वाल वाटर एक्ट – 1975 टे च्तवच्छ ।बज दृ 2003   | 79          | 97  |
| 8             | PART IX–A Constitution of Municipalities (Arts 243P To 243ZG)  | 98          | 101 |
| 9             | PANCHAY AND MUNICIPIALITIES (ARTICLES 243, 243-<br>A TO 243 O AND 243 P TO 2437C) The Penchavaty rei and   |             |     |
|               | A 10 245-0 AND 245 F 10 24520) The Fanchayary Faj and<br>Nagar palika Constitution Amondments Acts   | 102         | 12/ |
| 10            | अधिकारियों के विन्तीय अधिकारों से सम्बन्धित आसनाहेष संव 143 / एवनिव  |             | 124 |
| 10            | कैम्प-बोर्ड बैठक(वि0प्र0) / 2011, दि0 01.07.2011 एवं $144 / 100$ कैम्प-बोर्ड<br>कैन्प-बोर्ड बैठक(वि0प्र0) / 2011, दि0 01.07.2011 एवं $144 / 100$ कैम्प-बोर्ड   | 105         | 150 |
| 11            | १९५७(१९७४)/ २०११, १५७ ०१.७७.२०११<br>प्रिह्य निरेषक ३००० जन निगम नगतनुरु के कार्यान्य नगर मंग्र्या ६४४ / नेग्रा   | 120         | 100 |
| 11            | सामान्य दिनांक 10.09.86 के अन्तर्गत अधीक्षण अभियन्ताओं के शाखा निरीक्षण  |             |     |
|               | हेतु प्रतिवेदन प्रारूप   | 154         | 167 |

| 12 | स्वाप कार्यक्रम के अन्तर्गत ग्रामीण पेयजल योजना हेतु डिजाईन क्राइटेरिया   |     |     |
|----|---|-----|-----|
|    | प्रधान कार्यालय उत्तराखण्ड पेयजल निगम का पत्रांक 700/SWAp सामान्य   |     |     |
|    | बैठक दिनाक 23.10.07 द्वारा प्रसारित राज्य जल एव स्वच्छता मिषन देहरादून का   |     |     |
|    | पत्राक 253 / SWSM (SIP)-2 / 2007—08 दिनाक 29.09.2007  | 168 | 179 |
| 13 | देहरादन विकास पाधिकरण क्षेत्रान्तर्गत पेयजल योजनाओं में टर्मिनल पेषर  |     |     |
| 10 | सुनिष्चित करने हेतु निर्देष प्रधान कार्यालय उत्तराखण्ड पेयजल निगम का  |     |     |
|    | कार्यालय ज्ञाप संख्या 730 / अप्रेजल सामान्य दिनांक 25.02.06   | 180 | 180 |
|    |   |     |     |
| 14 | न्यूनतम आवष्यकता कार्यकम⁄त्वरित ग्रामीण पेयजल कार्यकम के अन्तर्गत   |     |     |
|    | प्रस्तावित ग्रीमीण पर्यजल योजनीओं में डिजीइन जनसंख्या के अकिलन का<br>प्रक्रिय के सम्बद्ध में प्रधान कार्यालय उत्तराख्यार प्रेयजल नियम का कार्यालय |     |     |
|    | जाप संख्या 629 / डिजाईन क्राइटेरिया / दिनांक 20.02.04   | 101 | 101 |
|    |   | 181 | 181 |
| 15 | पेयजल योजनाओं के विरचन हेतु प्रस्तावित जलदर प्रधान कार्यालय उत्तराखण्ड  |     |     |
|    | पेयजल निगम का पत्र संख्या 37 / डिजाईन क्राइटेरिया / दिनांक 14.02.03   | 182 | 183 |
|    |   |     |     |
| 16 | त्वारत नगिर पयेजल योजनाओं के प्रावकलन विरचन हतु चक लिस्ट प्रधान<br>कार्यालय उत्तराखार प्रेयजन निगम का एन मंठ 242 / त्वचिन नगर टि०                 | 404 | 100 |
|    |   | 184 | 192 |
|    |   |     |     |
| 17 | जलापूर्ति योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया प्रधान कार्यालय उत्तर  |     |     |
|    | प्रदेष जल निगम लखनऊ का कार्यालय ज्ञाप संख्या २६७ / पी०पी०आर०डी०—  |     |     |
|    | डिजाइन क्राइटेरिया / दिनाक 25.07.2002   | 193 | 198 |
| 18 | लारित नागर जल सम्पर्ति कार्यकम के अन्तर्गत पेराजल योजनाओं के विरचन हेत  |     |     |
| 10 | डिजाईन क्राइटेरिया प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का   |     |     |
|    | कार्यालय ज्ञाप सं0 429/अप्रेजल– डिजाईन क्राइटेरिया/1 दिनांक 29.06.1993  | 199 | 205 |
|    |   |     |     |
| 19 | निर्माण कार्य की अविध में मुल्य वृद्वि के कारण बढ़ोतरी में किये जाने वाले   |     |     |
|    | प्राविधान के सम्बन्ध में प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का   |     |     |
|    | कायालय ज्ञाप संख्या 2281/ अंप्रजल–याजना सामान्य/ 62 दिनाक 15.11.1989  | 206 | 206 |
| 20 | जलोत्सारण एवं जल निकासी की योजनाओं के विरचन हेत्र डिजाईन  |     |     |
|    | क्राइटेरिया प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का पत्र संख्या  |     |     |
|    | 351 / पी0पी0आर0डी0 / डिजाईन क्राइटेरिया / 2 दिनांक 19.02.1986   | 207 | 214 |
|    |   |     |     |
| 21 | पवताय क्षत्रा म ग्रावटा एव पाम्पग याजनाओं के विरचन हतु डिजाइन क्रोइटारया<br>प्रधान कार्यात्वय उत्तर प्रदेष जन्म निगम न्यवन्य का पन संख्या 404 /   |     |     |
|    | प्रयोग प्राप्तालय उत्तर ब्रेट्य जल गगम लखगऊ प्रा पत्र संख्या 4947<br>पी0पी0आर0डी0 / डिजाईन क्राइटेरिया / 12 दिनांक 14.03.1984                     | 215 | 224 |
| 22 | जलोत्सारण योजनाओं के विरचन हेत डिजार्डन काइटेरिया प्रधान कार्यालय उत्तर   | 213 | 224 |
|    | प्रदेष जल निगम लखनऊ का कार्यालय ज्ञाप सं0 3001 / पी0 पी0 आर0 डी0–   |     |     |
|    | डिजाईन क्राइटेरिया / 30 दिनांक 19.06.1979   | 225 | 236 |
| 23 | नागर एवं ग्रामीण पेयजल योजनाओं के विरचन हेत् डिजाईन क्राइटेरिया   |     |     |
|    | प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का कार्यालय ज्ञाप संख्या  |     |     |
|    | 1069 / पी0पी0आर0डी0— डिजाईन क्राइटेरिया / 24 दिनांक 24.04.1978  | 237 | 254 |

| 04 | रतेग कार्यका के राज्यांच गोल्याओं के लिल्लान केन गार्वचलार्वजा   | 055 | 004   |
|----|--|-----|-------|
| 24 | स्पर्भ कायक्रम के अन्तगत याजनाओं के प्रिरंचन हतु गाइडलाइन्स  | 255 | 264   |
| 25 | जे०एन०एन०यू०आर०एम० कार्यक्रम के अन्तर्गत योजनाओं के विरचन हेतु   |     |       |
|    | गाईडलाईन्स   | 265 | 283   |
| 26 | राजीव गांधी राष्ट्रीय पेयजन मिषन के अन्तर्गत राष्ट्रीय गामीण पेयजन कार्यकम   | 284 | 370   |
| 20 |  | 204 | 570   |
| 27 | जान्तीय जीवर संख्या प्लान गतं जान्तीय संगा जीवर तेसिन गाधिकरण के अन्तर्गत  |     |       |
| 21 | राष्ट्राय रायर राखाग साम रुप राष्ट्राय गमा रायर पाराम प्रावयम्बन के जनसमात   | 074 | F 4 7 |
|    | प्रकलन परवन हतु नाइडलाइनस  | 371 | 547   |
|    |  |     |       |
| 28 | उत्तराखण्ड शासन क वित्त अनुमाग क पत्राक 571/ गटपप;1द्ध्य्यात, दिनीक 19.  |     |       |
|    | 10.2010 द्वारी विभागी में निमाण कार्या का प्रवासिकाय एवं वित्तीय स्वाकृति दिय  |     |       |
|    | जान क सम्बन्ध म जारा किय गय दिषा निदेष   | 548 | 551   |
| 29 | प्रधान कार्यालय का पत्रांक 157 / लेखा वेतन निर्धारण / पी–3 / 06, दिनांक 24.  |     |       |
|    | 01.2012 द्वारा प्रेषित सार्वजनिक निगमों एवं उपक्रमों के कार्मिकों को सुनिष्चित   |     |       |
|    | कैरियर प्रोन्नयन ;।ण्ब्ण्द्ध की नई व्यवस्था लागू किये जाने से सम्बन्धित  |     |       |
|    | शासनादेष   | 552 | 575   |
| 30 | जन्तराखण्ड शासन के शासनादेष संख्या २३७ / कर्मिक–२ / २००३–५५(२५) / २००२   |     |       |
| 00 | दिनांक .06.03.2003 द्वारा प्रसारित उत्तरांचल सरकारी सेवक (अनषासन एवं   |     |       |
|    | अपील) निरामावली 2003   | FTC | 500   |
|    |  | 570 | 263   |
| 31 | उत्तराखण्ड शासन क शासनादष संख्या 1098/ कामिक–2   |     |       |
|    | / 2003–55(35) / 2003, दिनाक 31.07.2003 द्वारी प्रसारित (उत्तराचल लाक सवा   |     |       |
|    | आयाग के क्षेत्र के बाहर) समूह 'ग' के पदा पर साधा भता का प्राकृया नियमावला  |     |       |
|    | 2003   | 584 | 587   |
| 32 | मुख्य सचिव, उत्तराखण्ड शासन के पत्रांक 1353 / गगगप;13द्वळध्2011, दिनांक 31.  |     |       |
|    | 10.2010 द्वारा प्रेषित उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 से  |     |       |
|    | सम्बन्धित अधिसूचना की प्रति  | 588 | 592   |
| 33 | प्रधान कार्यालय के प्रचांक 584 / बोर्ड बैटक दिनांक 17.10.2011 दारा पेषित   |     |       |
|    | उत्तराखण्ड पेयजन निगम कार्मिक (प्रतिकल वार्षिक गोपनीय रिपोर्टो के विरूट  |     |       |
|    | पत्रातिदन् और जनवत मामलों का निपत्राज्य) विनिगमावली 2011   | 500 | 507   |
|    | $\frac{1}{2} = \frac{1}{2} = \frac{1}$ | 593 | 597   |
| 34 | प्रधान कायालय क पत्राक 455⁄बाड बठक दिनाक 25.03.2012 द्वारा प्रीषत  |     |       |
|    | उत्तराखण्ड पयजल निगम "अनुपयुक्त को अस्वीकार करते हुए ज्येष्ठता" एव   |     |       |
|    | ंश्रेष्ठतां के आधार पर पदान्नति द्वारा किये जाने वाले चयनों में अपनायी जाने  |     |       |
|    | वाली प्रक्रिया विनियमावली, 2011  | 598 | 602   |

#### उत्तराखण्ड पेयजल संसाधन विकास एंव निर्माण निगम

#### प्रधान कार्यालय :11 मोहनी रोड, देहरादून—248001: दूरभाष 0135—2678078, 2672404 फैक्स: 0135—2672337 ई—मेल upsvnn@gmail.com

सूचना का अधिकार अधिनियम–2005ः लोक अधिकारी द्वारा प्रकाशित किये जाने वाले मैनुअल प्राक्कथन

सूचना तक स्वतन्त्र तथा निर्वाध रूप से पहुँच सकने का अधिकार उत्तरदायी, पारदर्शी, भागीदारी–युक्त तथा जन–केन्द्रित शासन की स्थापना के लिए एक अनिवार्य स्थिति है। इस अधिकार से नागरिको का सशक्तिकरण होता है तथा शासकीय अधिकारो के निरकुंश प्रयोग का प्रतिरोध भी होता है। भारत के सविधांन द्वारा अनुच्छेद–19 (अभिव्यक्ति की स्वतन्त्रा) तथा अनुच्छेद –21 (जीवन का अधिकार) के रूप में सूचना के अधिकार को रक्षित मौलिक अधिकार की मान्यता दी गई है। सर्वोच्च न्यायलय द्वारा कई वादों में दिये गए निर्णयों के माध्यम से इस अधिकार को प्रजातन्त्र के लिए एक मूलभूत आवश्यकता समझा गया है।

ऐसी आशा की जाती कि कथित अधिनियम के क्रियान्वयन से निश्चय ही शासकीय तथा प्रशासनिक पद्धितियो व कार्यविधियों पर कई प्रकार से निकट तथा दूरगामी भविष्य में महत्वपूर्ण प्रभाव दृष्टिगोचर हो सकेगा, यथाः

(क) सम्बन्धित पक्षो में सूचना की आवश्यकता, उपयोगिता, उपलब्धताए तथा अधिकार के प्रति बेहतर समझ का विकास।

(ख) सार्वजनिक सेवाओ में कार्यरत व्यक्तियों में सूचना उपलब्ध कराने के प्रति संवेदनशीलता जाग्रत तथा विकसित होना।

- (ग) सूचना प्रबन्धन प्रणालियों में सुधार।
- (ध) विकास कार्यक्रमो के क्रियान्वयन में सुधार।

(ड.) शासन में नागरिको की बेहतर भागीदारी, विशेष रूप से महिलाओं तथा उपेक्षित वर्ग के लिए। (च) पारदर्शी, उत्तरदायी, तथा संवेदनशील शासन व्यवस्थाओं का विकास।

अधिनियम के कियान्वयन से पूर्व यह आवश्यक है कि समस्त सम्बन्धित व्यक्तियों, संस्थाओं, विभागो, उपक्रमों एवं संगठनों को जिन्हे सूचना की आवश्यकता है अथवा जिनके पास सूचना का भण्डार है।, यह ज्ञात हो कि कौन सी सूचना कहाँ उपलब्ध है तथा कौन सी सूचना देने के लिए कौन उत्तरदायी है। तद्नुसार अधिनियम की धारा 4(क) मे निर्दिष्ट प्रावधानो के अनुरूप सर्व प्रथम उपलब्ध करायी जा सकने वाली सूचनाओं को विभिन्न 17 मैनुअलों के रूप में सूचीबद्ध तथा वर्गीकृत किया गया है।

इन 17 मैनुअलों में उत्तरांचल पेयजल संसाधन विकास एवं निर्माण निगम, देहरादून, जो कि उत्तरांचल (उत्तर प्रदेश जल सम्भरण एवं सीवर व्यवस्था अधिनियम, 1975) अनुकूलन एवं उपान्तरण आदेश 2002, तथा उत्तरांचल शासन, पेयजल अनुभाग के आदेश संख्या 2231 / नौ–2(12अधि) / 2001, दि0 7.11.02 द्वारा गठित है, के क्रियाकलापो एवं अन्य सम्बन्धित विषयो पर जानकारी की सूचियां दी गई है।

आशा है समस्त सूचनापेक्षियों को उक्त मैनुअलों की सहायता से प्रायः सभी वांछित सूचनाएं उपलब्ध हो सकेगी, केवल उन्हे छोड कर जिनका उल्लेख अधिनियम की धारा–8 में किया गया है, तथा जिसके अन्तर्गत सम्बन्धित सूचना धारक/सूचना प्रदाता अधिकारी को सूचना उपलब्ध कराने की बाध्यता से छूट होगी।

सुविधा की दृष्टि से 17 मैनुअल को तीन भागो में विभक्त किया गया हैं। प्रस्तुत भाग 2 मे मैनुअल 5 को संकलित किया गया है जिसका विस्तार पूर्वक विवरण निम्नानुसार है। मैनुअल–5 :–

अपने द्वारा या अपने नियत्रंणाधीन धारित या अपने कर्मचारियों द्वारा अपने कर्त्तव्यों के निर्वहन के लिये प्रयोग किये गये नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख

(The rules. Regulations, indructions, manuals & records held by it of under its controll or use by its employees for discharging its functions of any arrangement that exsits for consultation) सचिव पेयजल, उत्तराखण्ड शासन/

अध्यक्ष, उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम

#### उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम

प्रधान कार्यालय :11 मोहनी रोड, देहरादून–248001: दूरमाष 0135–2678078, 2672404 फैक्स: 0135–2672337 ई–मेल upsvnn@gmail.com

सूचना का अधिकार अधिनियम–2005ः लोक अधिकारी द्वारा प्रकाशित किये जाने वाले मैनुअल

#### प्रस्तावना

उत्तराचंल पेयजल संसाधन विकास एवं निर्माण निगम (उ.पे.सं.वि.नि.नि.) उत्तराखण्ड सरकार की विधि द्वारा वर्ष 2002 में स्थापित सार्वजनिक क्षेत्र की एक संस्था है।

उत्तर प्रदेश राज्य के पुनर्गठन के पश्चात कई व्यवस्थाऐ उत्तराचंल में यथावत अथवा निरसित, सशोधित, अनुकूलित अथवा उपान्तरित रूप में लागू है। उ.पे.स.वि.नि.नि. का संचालन एवं प्रबन्धन प्रमुख रूप से निम्नलिखित विधिक व्यवस्था के अधीन किया जाता है।

1 उ.प्र. जल सम्भरण तथा सीवर—व्यवस्था अधिनियम. 1975 (उ.प्र. अधिनियम संख्या 43, 1975), विधायिका विभाग की विज्ञप्ति संख्या 3133 / सत्रह, वि—20—75, दिनांक 8.9.1975 द्वारा प्रकाशित है। इस अधिनियम में जो व्यवस्थाऐ है उनका सूक्ष्म में उल्लेख नीचे तालिका में दिया गया है। इस अधिनियम में कुल 13 अध्याय तथा 103 धाराएं है।

| अध्याय | अध्याय का शीर्षक           | धारा | उप धारा         | खण्ड | धारा का शीर्षक                              |
|--------|----------------------------|------|-----------------|------|---|
| 1      | प्रारम्भिक                 | 1    | 1 से 3          |      | सक्षिप्त नाम, विस्तार तथा प्रारम्भ          |
|        |                            | 2    | 1 से 32         |      | परिभाषाएं                                   |
| 2      | निगम की स्थापना, कार्य     | 3    | 1               |      | निगम की स्थापना                             |
|        | सचांलन, कृत्य तथा शक्तियां |      |                 |      |   |
|        |                            |      | 2               |      |   |
|        |                            |      | 3               |      |   |
|        |                            |      | 4               |      |   |
|        |                            | 4    | 1               |      | निगम का गठन                                 |
|        |                            |      | 2               | क    |   |
|        |                            |      |                 | ख    |   |
|        |                            |      |                 | ग    |   |
|        |                            |      |                 | ध    |   |
|        |                            |      |                 | ड.   |   |
|        |                            |      |                 | च    |   |
|        |                            |      |                 | ਲ    |   |
|        |                            |      | 3               |      |   |
|        |                            |      | 4               |      |   |
|        |                            | 5    | क से च          |      | अध्यक्ष व अन्य सदस्य होने के<br>लिए अनर्हता |
|        |                            | 6    | 1 से 4          |      | अघ्यक्ष तथा अन्य सदस्यो का                  |
|        |                            | -    | $ \rightarrow $ |      |   |
|        |                            | /    | 142             |      | अध्यक्ष तथा अन्य सदस्या क पद                |
|        |                            |      |                 |      |   |
|        |                            | 8    | 1               |      | कमचारियां का नियुक्ति                       |
|        |                            |      | 2               |      |   |

अधिनियम का मूल पाठ मैनुअल 1 के संलग्नक–2 में दिया गया है।

| अध्याय | अध्याय का शीर्षक       | धारा | उप धारा                | खण्ड    | धारा का शीर्षक  |
|--------|------------------------|------|------------------------|---------|---|
|        |                        | 9    |                        |         | कर्मचारियों का पर्यवेक्षण और उन                           |
|        |                        |      |                        |         | पर नियंन्त्रण   |
|        |                        | 10   | 1 से 2                 |         | निगम के आदेशो तथा अन्य                                    |
|        |                        |      |                        |         | लिखितों का अधिप्रमाणीकरण                                  |
|        |                        | 11   |                        |         | शक्तियों का प्रतिनिधान                                    |
|        |                        | 12   | 1                      | क, ख    | हित होने कारण निगम की                                     |
|        |                        |      | 2 से 3                 |         | कार्यवाही में भाग लेने से अनहेता                          |
|        |                        | 13   | क से ग                 |         | अनौपचारिकता रिक्त आदि के                                  |
|        |                        |      |                        |         | कारण किये गये कार्य अविधिमान्य                            |
|        |                        |      |                        |         | नहीं होगे   |
|        |                        | 14   | 1 से 15                |         | जल निगम के कृत्य  |
|        |                        | 15   | 1                      |         | जल निगम की शक्ति  |
|        |                        |      | 2                      | 1से 11  |   |
|        |                        | 16   | 1                      |         | रिपाट तथा सूचना मागन का                                   |
|        |                        |      |                        |         | शाक्त   |
|        |                        |      | 2                      | कस ख    |   |
|        |                        | 17   |                        |         | पयवक्षण तथा प्रांत संकडा पारव्यय                          |
| 3      | जल संस्थाना का स्थापना | 18   | 1 स 7                  | >       | जल संस्थान का स्थापना                                     |
|        | ,कीय संचालन ,कृत्य तथा |      | 8                      | कसध     |   |
|        | शाक्तया                | 10   |                        |         |   |
|        |                        | 19   | 144-2                  |         | महापालिकाओं तथा म्युानासपल<br>कोर्चे एव जन्म सम्बद्धाः की |
|        |                        |      |                        |         | बाडा पर जल संस्थान का                                     |
|        |                        | 20   | 1                      |         | शायतियां का प्रदेश किया जाना                              |
|        |                        | 20   | י<br>ר                 | क से उट |   |
|        |                        | 21   | 2                      | 4/ (1 0 | अनर्हतारो   |
|        |                        | 21   | 1 से 4                 |         | कार्यकाल  |
|        |                        | 22   | 1 से 2                 |         | पारिश्वामिक   |
|        |                        | 24   | । स <u>२</u><br>1 से 5 |         | जल संस्थान के कत्य  |
|        |                        | 25   | 1                      | 1 से 8  | जल संस्थान की शक्तियां                                    |
|        |                        | 26   |                        |         | शक्तियों का पतिनिधान                                      |
|        |                        | 27   | 1 से 2                 |         | कर्मचारियों की नियक्ति                                    |
|        |                        | 28   | । स <u>2</u><br>1 से 2 |         | जल संस्थान के आदेशों तथा अन्य                             |
|        |                        | 20   | 1 11 2                 |         | लिखितों का अधिप्रमाणीकरण                                  |
|        |                        | 29   | क से ग                 |         | अनौपचारिकता रिक्त आदि के                                  |
|        |                        |      |                        |         | कारण किये गये कार्य अविधिमान्य                            |
|        |                        |      |                        |         | नही होगे  |
|        |                        | 30   |                        |         | उपभोक्ताओ से विवाद  |
| 4      | सम्पत्तियों आसतियो,    | 31   | 1                      | क, ख    | निगम मे सम्पत्ति का निहित होना                            |
|        | दायित्वो व आभार का     |      | 2 से 3                 |         | तथा अन्तरण  |
|        | निहित किया जाना और     |      |                        |         |   |
|        | कर्मचारियों का अन्तरण  |      |                        |         |   |
|        |                        | 32   |                        |         | सम्पत्ति के निहित होने सम्बन्ध में                        |
|        |                        |      |                        |         | राज्य सरकार का विनिश्चय                                   |
|        |                        |      |                        |         | अन्तिम होगा।  |
|        |                        |      |                        |         |   |

| अध्याय | अध्याय का शीर्षक           | धारा | उप धारा | खण्ड | धारा का शीर्षक                   |
|--------|----------------------------|------|---------|------|----------------------------------|
|        |                            | 33   | 1       | क(2) | वर्तमान जल सभरण तथा सीवर         |
|        |                            |      |         | ख, ग | व्यवस्थया सम्बन्धी सेवाओ को जल   |
|        |                            |      | 2 सें 3 |      | सस्थान में निहित होना            |
|        |                            | 34   |         |      | जल संस्थान उन विषयो के           |
|        |                            |      |         |      | सम्बन्ध में जिन पर यह अध्यादेश   |
|        |                            |      |         |      | प्रयोज्य हो स्थानीय प्रधिकारी की |
|        |                            |      |         |      | बाध्याताये ग्रहण करेगा           |
|        |                            | 35   |         |      | जल संस्थान तथा अन्य स्थानीय      |
|        |                            |      |         |      | निकायों के कार्ग्रकलापो का       |
|        |                            |      |         |      | समन्वय                           |
|        |                            | 36   |         |      | पुनः उधार देने की प्रक्रिया के   |
|        |                            |      |         |      | र्सम्बन्ध में निगम की विशेष      |
|        |                            |      |         |      | शक्तियां                         |
|        |                            | 37   | 1 से 6  |      | कर्मचारियों का निगम को           |
|        |                            |      | 7       | क,ख  | स्थानातरण                        |
|        |                            | 38   | 1       | क, ख | कर्मचारियों का जल संस्थान को     |
|        |                            |      | 2 से 9  |      | स्थानातरण                        |
|        |                            |      | 10      | क, ख |                                  |
| 5      | सम्पत्ति सविदा वित्त, लेखा | 39   |         |      | संविदा आदि का निष्पादन तथा       |
|        | तथा परीक्षा                |      |         |      | रजिस्ट्रीकरण।                    |
|        |                            | 40   | 1 से 3  |      | निगम की निधि                     |
|        |                            | 41   |         |      | जल संस्थान की निधि               |
|        |                            | 42   |         |      | जल निगम के वित्त के लिए          |
|        |                            |      |         |      | सामान्य सिद्वान्त निगम तथा जल    |
|        |                            |      |         |      | संस्थान को अनुदान तथा वित्तीय    |
|        |                            |      |         |      | सहायता                           |
|        |                            | 43   | 1 से 2  |      | निगम तथा जल संस्थान को           |
|        |                            |      |         |      | अनुदान तथा वित्तीय सहायता        |
|        |                            | 44   |         |      | जल संस्थान के वित्त के लिए       |
|        |                            |      |         |      | सामान्य सिद्वान्त                |
|        |                            | 45   |         |      | निगम को ऋण                       |
|        |                            | 46   | 1 से 5  |      | जल निगम की उधार लेने ओर          |
|        |                            |      |         |      | पुनः उधार देने की शक्ति ।        |
|        |                            | 47   |         |      | अवक्षयण संचिति                   |
|        |                            | 48   |         |      | प्रत्याभूतिदाता के रूप में सरकार |
|        |                            | 49   | 1 से 4  |      | निगम द्वारा सीधा प्रबन्ध         |
|        |                            | 50   | 1 से 5  |      | लेखे ओर लेखा परीक्षा             |
|        |                            | 51   | 1 से 4  |      | अधिभार                           |
| 6      | कर फीस तथा परिव्यय         | 52   | 1       | क ख  | उद्गृहणीय कर                     |
|        |                            |      | 2       |      |                                  |
|        |                            | 53   | 1,      | क, ख | वार्षिक मूल्य का निर्घारण        |
|        |                            |      | 2 से 5  |      |                                  |
|        |                            | 54   | 1 से 4  |      | कर निर्धारण के विरूद्व अपील      |
|        |                            | 55   |         | क    | करो के उद्ग्रहण पर निर्बन्धन     |
|        |                            |      | 1, 2    | ख    |                                  |
|        |                            |      | 1, 2    | ग    |                                  |

| अध्याय | अध्याय का शीर्षक | धारा | उप धारा      | खण्ड      | धारा का शीर्षक   |  |
|--------|------------------|------|--------------|-----------|--|--|
|        |                  | 56   |              | क से      | कर का भूगतान करने का दायित्व                           |  |
|        |                  |      |              | ख         |  |  |
|        |                  | 57   |              |           | करो का समेकन   |  |
|        |                  | 58   |              |           | उत्तरप्रदेश अधिनियम संख्या 2,                          |  |
|        |                  |      |              |           | 1959 के कतिपय उपबन्धो का                               |  |
|        |                  |      |              |           | लागू होना  |  |
|        |                  | 59   | 1 से 2       |           | जल परिव्यय   |  |
|        |                  | 60   | 1 से 2       |           | उच्छिष्ट जल के निस्तारण का                             |  |
|        |                  |      |              |           | परिव्यय  |  |
|        |                  | 61   | 1 स 2        |           | माटर का किराया   |  |
|        |                  | 62   |              |           | प्रातभूति  |  |
|        |                  | 63   |              |           | फास  |  |
|        |                  | 64   | 1 स 2        |           | दयकरा तथा अन्य धनराशि का<br>वसूली                      |  |
| 7      | जल सम्भरण        | 65   | क से झ       |           | धरेलू प्रयाजनो के लिए जल<br>संभरण की परिभाषा।          |  |
|        |                  | 66   | 1<br>2 सें 5 | क, ख      | जल संप्रधान द्वारा जल संभरण                            |  |
|        |                  | 67   |              |           | धरेलू प्रयाजनो के लिए जल                               |  |
|        |                  |      |              |           | संभरण का प्रयोग गैर धरेलू                              |  |
|        |                  |      |              |           | प्रयोजनो के लिए नही किया                               |  |
|        |                  |      |              |           | जायेगा ।   |  |
|        |                  | 68   | 1 से 2       |           | दमकल नल की व्यवस्था                                    |  |
|        |                  | 69   | 1 से 3       |           | जल मीटर की व्यव्स्था करने की<br>शाक्ति                 |  |
|        |                  | 70   | 1 से 2       |           | लाइसेन्स प्राप्त नल मिस्त्री                           |  |
|        |                  | 71   | 1 से 3       |           | जल के अपव्यय पर प्रतिबन्ध                              |  |
|        |                  | 72   | 1            | क से      | जल सम्भरण काट देने की शक्ति                            |  |
|        |                  |      |              | ਚ         |  |  |
|        |                  |      | 2 से 3       |           |  |  |
|        |                  | 73   | 1            | क से      | कतिपयो कार्यो का प्रतिषेध                              |  |
|        |                  |      |              | ड         |  |  |
|        |                  |      | 2            |           |  |  |
| 8      | सीवर व्यवस्था    | 74   |              | क से<br>ख | सीवर से सयोजित करने का<br>स्वामी या अध्यासी का अध्किार |  |
|        |                  | 75   |              |           | स्वामी से सीवर सयोजन लेने की                           |  |
|        |                  |      |              |           | अपेक्षा करने की शक्ति                                  |  |
|        |                  | 76   |              |           | सीवर से सयोजित करने का                                 |  |
|        |                  |      |              |           | प्रतिषेध   |  |
|        |                  | 77   | 1 से 2       |           | सीवर के उपर भवन निर्माण करने                           |  |
|        |                  |      |              |           | का प्रतिषेध  |  |
|        |                  | 78   |              |           | सीवर या नलकूप के संचालन के                             |  |
|        |                  |      |              |           | लिए नल (शाफ्ट) आदि लगाने की                            |  |
|        |                  |      |              |           | शाक्त  |  |
|        |                  | 79   | 1            |           | दाषयुक्त प्रतीत होने वाले सीवर                         |  |
|        |                  |      | 2            | क ख       | आदि की परीक्षा तथा जाच करने                            |  |

| अध्याय | अध्याय का शीर्षक                 | धारा | उप धारा     | खण्ड     | धारा का शीर्षक  |
|--------|----------------------------------|------|-------------|----------|---|
|        |                                  |      | 3           |          | की शक्ति  |
|        |                                  | 80   |             | क से ध   | कतिपय कार्य्य का प्रतिषेध   |
|        |                                  | 81   | 1           | क से च   | प्रवेश सर्वेक्षण आदि करने की                                      |
|        |                                  |      | 2 से 5      |          | शक्ति   |
|        |                                  | 82   | 1 से 2      |          | टकी पोखरो तथा कुओ की  |
|        |                                  |      |             |          | विसंक्रमित करने की शक्ति  |
| 9      | शक्ति तथा प्रक्रिया              | 83   |             |          | अपरोधों का सज्ञान   |
|        |                                  | 84   |             |          | सामान्य शक्ति   |
|        |                                  | 85   | 1           |          | कम्पनियो द्वारा अपराध   |
|        |                                  |      | 2           | क, ख     |   |
|        |                                  | 86   | 1 से 2      |          | अपना नाम तथा पता बताने वाले<br>व्यक्ति को गिरफतार करने की         |
|        |                                  |      |             |          | शाक्ति  |
|        |                                  | 87   | 1 से 2      |          | अपराधो का शमन   |
|        |                                  | 88   |             |          | पुलिस अधिकारियों तथा स्थानीय<br>निकायों के कर्मचारीयो के कर्तंव्य |
| 10     | बाह्य नियन्त्रण                  | 89   | 1 से 2      |          | नीति विषयक प्रश्नो पर निगम को<br>निर्देश                          |
|        |                                  | 90   | 1 से 2      |          | निगम द्वारा वार्षिक रिपोर्ट, आकडे<br>विवरणियो तथा अन्य सचना       |
|        |                                  | 91   | 1 से 2      |          | नीति विषेयक प्रश्नो पर जल<br>संस्थान को निर्देश                   |
|        |                                  | 92   | 1 से 2      |          | जल संस्थान की रिपोर्ट, आकंडे<br>विवरणियो तथा अन्य सूचना           |
| 11     | प्रकीर्ण                         | 93   | 1 से 3      |          | सहायता देने का स्थानीय निकायो<br>का कर्तव्य                       |
|        |                                  | 94   |             |          | प्रतिकर का भूगतान करने के लिए<br>समान्य शक्ति                     |
|        |                                  | 95   |             |          | सदभावना से किये गये कार्य का<br>सरक्षंण                           |
| 12     | नियम, विनियम तथा<br>उपविधियां    | 96   | 1<br>2<br>3 | क से द्य | नियम बनाने की शक्ति   |
|        |                                  | 97   | 1<br>2<br>3 | क से झ   | विनिमय  |
|        |                                  | 98   |             | क से द्य | उपाविधिया   |
| 13     | संक्रमणकालीन उपबन्ध तथा<br>निरसन | 99   | 1 से 3      |          | सक्रमण कालीन उपबन्ध   |
|        |                                  | 100  |             | क से च   | निरसन तथा संशोधन  |
|        |                                  | 101  | 1 से 2      |          | जल सम्भरण तथा सीवर व्यवस्था<br>सम्बन्धी निधि                      |
|        |                                  | 102  | 1 से 2      |          | कठिनाईयों को दूर करना।  |
|        |                                  | 103  | 1 से 2      |          | निरसन तथा अपवाद, उत्तर प्रदेश<br>अध्यादेश संख्या 10, 1975         |

- 2 उत्तर प्रदेश स्वायत्त शासन विधि (संशोधन) अध्यादेश, 1983 (उप्र अध्यादेश संख्या 47, 1983)– विधायी अनुभाग की अधिसूचना संख्या 333, 51 / सत्रह–वि0–1–2 (क)–53–1983 दिनांक 12.12. 1983 द्वारा प्रकाशित (मैनुअल–1 का संलग्नक–4)। इस अध्ययदेश के अर्न्तगत 4 अध्यायो मे 10 संशोधन सम्मलित है। अध्यादेश में जिन अधिनियमो को संशोधित किया गया है, वे इस प्रकार है:
  - (क) उप्र जल सम्भरण तथा सीवर व्यवस्था अधिनियम, 1975 (उप्र अधिनियम संख्या 43. 1975)
  - (ख) संयुक्त प्रान्त नगरपालिका अधिनियम, 1916 (संयुक्त प्रान्त अधिनियम संख्या–2, 1916)
  - (ग) उप्र नगरमहापालिका अधिनियम, 1959 (उप्र अधिनियम संख्या–2, 1959)

उ.प्र. जल सम्भरण तथा सीवर—व्यवस्था अधिनियम से सम्बन्धित मूल अधिनियम वर्ष 1975 में प्रकाशित किया गया था। इसमें वर्ष, 1978 वर्ष, 1983 एवं वर्ष, 2002 में जो संशोधन किये गये है, को मैनुअल 1 में दर्शार्य गये है।

- 3. उत्तरांचल (उ.प्र. जल सम्भरण तथा सीवर व्यवस्था अधिनियम, 1975) अनुकूलन एवं उपान्तरण आदेश, 2002 (उत्तरांचल सरकार के पेयजल अनुभाग की अधिसूचना संख्या 2231/नौ–2(12 अधि0)/2001 दिनाक 07.11.2002 द्वारा प्रकाशित)। उक्त अधिसूचना में उ.प्र. जल सम्भरण तथा सीवर–व्यवस्था अधिनियम की कतिपय धाराओ को निरसित, प्रतिस्थापित, अथवा संशोधित किया गया है, यह सभी परिर्वतन मैनअल 1 के संलग्नक 5 में दर्शाये गया हैं। कथित आदेश में 11 संशोधन सम्मिलित है।
- 4. उत्तर प्रदेश पुनर्गठन अधिनियम 2000 (अधिनियम संख्या 29. 2000) जिसके द्वारा उप्र राज्य का पुनर्गठन एवं उत्तराचंल राज्य का गठन किया गया है, तथा इससे सम्बन्धित व्यवस्थाओं का उल्लेख किया गया है। इस अधिनियम का मूल पाठ मैनुअल 1 के संलग्नक–6 में दिया गया है।

सूचना का अधिकार अधिनियम 2005 (अधिनियम संख्या 107—सी, 2004, लोक सभा में 11 मई 2005 को पारित) में 6 अध्याय एवं 30 धाराएं है जिनका सूक्ष्म में विवरण नीचे दिया जा रहा है।

| कं0 | अध्याय का शीर्षक         | धारा | उप      | खण्ड   | धारा का शीर्षक                    |
|-----|--------------------------|------|---------|--------|-----------------------------------|
| स0  |                          |      | धारा    |        |                                   |
| 1   | प्रारमभिक उपधारा (उपधारा | 1    | 1 सें 3 |        | सक्षिप्त नाम विस्तार तथा प्रारम्भ |
|     | खण्डो सहित)              |      |         |        |                                   |
| 2   | सूचना का अधिकार और       | 2    | क से    |        | परिभाषाएं                         |
|     | प्रधिकारीयो की बाध्यताएं |      | ड       |        |                                   |
|     |                          | 3    | 1       |        | सूचना का अधिकार                   |
|     |                          | 4    | 1       | क, द्य | लोक प्रधाकारियो की बाध्यताएं      |
|     |                          |      | 2 से 4  |        |                                   |
|     |                          | 5    | 1 से 5  |        | लोक सूचना अधिकारियों का           |
|     |                          |      |         |        | पदनाम                             |
|     |                          | 6    | 1       | क, ख   | सूचना अभिप्राप्त करने का          |
|     |                          |      | 2 से 3  |        | अनुरोध                            |
|     |                          | 7    | 1 से 2  |        | अनुरोधो का निपटारा                |
|     |                          |      | 3       | क, ख   |                                   |
|     |                          |      | 4 से 9  |        |                                   |
|     |                          | 8    | 1       | क से ञ | सूचना के प्रकट किये जाने से       |
|     |                          |      | 2 सं 4  |        | घूट                               |
|     |                          | 9    |         |        | कतिपय मामलो में पुहुच को          |
|     |                          |      |         |        | अस्वीकृति करने का आधार            |
|     |                          | 10   | 1       |        | पृथककरणीयता                       |
|     |                          |      | 2       | क से ड |                                   |

|    |                              | 11 | 1 सें 4       |          | केन्द्रीय सूचना आयोग का गठन    |
|----|------------------------------|----|---------------|----------|--------------------------------|
|    |                              |    |               |          |                                |
| 3  | केन्द्रीय सूचना आयोग         | 12 | 1             |          | केन्द्रीय सूचना आयोग का गठन    |
|    |                              |    | 2             | क, ख     |                                |
|    |                              |    | 3 से 7        |          |                                |
|    |                              | 13 | 1 से 4        |          | पदावधि और सेवा शर्ते           |
|    |                              |    | 5             | क, ख     |                                |
|    |                              |    | 6             |          |                                |
|    |                              | 14 | 1 से 4        |          | सूचना आयुक्त या सूचना          |
|    |                              |    |               |          | उपयुक्त का हटाया जाना          |
| 4  | राज्य सूचना आयोग             | 15 | 1             |          | राज्य सूचना आयोग का गढन        |
|    |                              |    | 2             | क, ख     |                                |
|    |                              |    | 3 स 7         |          |                                |
|    |                              | 16 | 1 स 4         |          | पदावाध आर सवा का शत            |
|    |                              |    | 5             | क ख      |                                |
|    |                              |    | 6             |          |                                |
|    |                              | 17 | 1 स 2         |          | राज्य मुख्य सूचना आयुक्त आर    |
|    |                              |    | 3             | क ड      | राज्य सूचना आयुक्त का हटाया    |
|    |                              | 40 | 4             |          | जान।                           |
| 5  | सूचना आयाग का शाक्तया        | 18 | 1             | क स च    | आयाग का शाक्तया आर कृत्य       |
|    | अरि कृत्य, अपाल तथा<br>जन्मि |    | 2             | क गो च   |                                |
|    |                              |    | 3             | फरा प    |                                |
|    |                              | 10 | 4<br>1 ਸ਼ੇਂ 7 |          | आगील                           |
|    |                              | 19 | 8             | क से ध   | जगल                            |
|    |                              |    | 0<br>9 से     | 97 (1 91 |                                |
|    |                              |    | 10            |          |                                |
|    |                              | 20 | ।<br>1 से 2   |          | शक्ति                          |
| 6. | प्रकीण                       | 21 | 1 1 2         |          | सदभावपर्वक की गई कार्यवाही     |
|    |                              |    |               |          | का संरक्षण                     |
|    |                              | 22 |               |          | अधिनियम का अध्यारोही प्रभाव    |
|    |                              |    |               |          | होना                           |
|    |                              | 23 |               |          | न्यायलयो की अधिकारिता का       |
|    |                              |    |               |          | वर्जन ।                        |
|    |                              | 24 | 1 से 5        |          | अधिनियम का कतिपय सगंठनो        |
|    |                              |    |               |          | का लागू ना होना                |
|    |                              | 25 | 1 सें 2       |          | निगरानी और रिर्पाट करना        |
|    |                              |    | 3             | क से छ   |                                |
|    |                              |    | 4 से 5        |          |                                |
|    |                              | 26 | 1             | क से ध   | केन्द्रीय सरकार द्वारा कार्यकम |
|    |                              |    | 2             |          | तैयार किया जाना।               |
|    |                              |    | 3             | क से झ   |                                |
|    |                              |    | 4             |          |                                |
|    |                              | 27 | 1             |          | नियम बनाने की केन्द्रीय सरकार  |
|    |                              |    | 2             | क से च   | की शक्ति                       |
|    |                              | 28 | 1 से 2        |          | नियम बनाने की सक्षम प्रधिकारी  |
|    |                              |    |               |          | की शक्ति                       |

|                        | 29 | 1 से 2 | नियमो का रखा जाना      |
|------------------------|----|--------|------------------------|
|                        | 30 | 1 से 2 | कठनाईयो को दूर करने की |
|                        |    |        | शक्ति                  |
|                        | 31 |        | निरसन                  |
| पहली अनुसूची (धारा–13  |    |        |                        |
| की उपधारा – 3 देखिए)   |    |        |                        |
| दूसरी अनुसूची (धारा–21 |    |        |                        |
| देखिए)                 |    |        |                        |

अधिनियम में अध्याय –2 की धारा–4 में लोक प्रधिकारियों की बाध्यताओं का उल्लेख किया गया है। धारा–4 (ख) में निर्दिष्ठ किया गया है कि इस अधिनियम से 120 दिन के भीतर ही प्रत्येक लोकधिकारी निम्नलिखित सूचनाएं प्रकाशित करेगा तथा इन प्रकाशनों को प्रत्येक वर्ष अधतन करेगाः

1. अपने संगठन की विशिष्टियो, कृत्य और कर्तव्य,

(The particulars of its organisation, function and duties)

2. अपने अधिकारीयों और कर्मचारी की शक्तिया और कर्तव्य :

(The powers and duties of its officers and employees)

- विनिश्चिय करने की प्रक्रिया में पालन की जाने की वाली प्रक्रिया जिसमें पर्यवेक्षण और उत्तरदायित्व के माध्यम सम्मिलित है। (The procedure followed in the decision making process including channles
- of supervision and accountability) 4. अपने कृत्यो के निर्वहन के लिए स्वय द्वारा स्थापित मापमान।

(The norms set by it for the discharge of its functions)

- अपने द्वारा याअपने निंयत्रणाधीन धारित या अपने कर्मचारी द्वारा अपने कर्तव्यो के निर्वहन के लिए प्रयोग किये गये नियम, विनियम, अनुदेश, निर्देशिका और अभिलेख। (The ruls regulations instructions, manuals and records held by it or under its contol or used by its employees for discharging its functions of any arangement that exists for consultation)
- 6. ऐसे दस्तावेजो के जो उसके द्वारा धारित या उसके निंयत्रणधीन है प्रवर्गो का विवरण (The statement or the categories of documents that are held by it or under its control)
- 7. किसी व्यवस्था की विशिष्टिया जो उसकी नीति की संरचना या उसके कार्यान्वयन के सम्बन्ध में जनता के सदस्यो से परामर्श के लिए या उनके द्वारा अभ्यावेदन के लिए विधमान है। (The particulars with or reperesentation by the members of the public in relation to the formulation of its policy or implementation thereof)
- 8. ऐसे बोर्डे परिषदो समितिया और निकायों के विवरण जिनमें दो या अधिक व्यक्ति है जिनका उनके भागरूप में या इस बारे सलाह देने के प्रयोजनो से गठन किया गया है कि क्या उन बोर्डे ,परिषदो समितियो और अन्य निकायों की बैठके जनता के लिए खुली होगीं या ऐसी बैठकों के कार्यवृत्त तक जनता की पहुँच होगी।

(A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public)

- 9. अपने अधिकारियो और कर्मचारियों की निर्देशिका (A directory of irs officers and empolyees)
- 10. अपने प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रामिक जिसमें उसके विनियमो में यथा उपबन्धित प्रतिकर की प्रणाली सम्मिलित है।

(The monthly remuneration received by each of its officers and employees including the system of compensations as provided in its regulations)

- 11. सभी योजनाओ प्रस्तावित व्ययो और किए गये संविंतरणो पर रिर्पाट की विशिष्टयो उपदाशत करते हुये अपने प्रत्येक अभिकरण का आवटित वजट (The budget allocated to each of its agency indicating the particularrs of all plans, proposed expenditures and reports on disbursements made)
- 12. सहायिकी कार्यक्रमों के निष्पादन की रीति जिसमें आवंटित राशि और ऐसे कार्यक्रमों के फायदेग्रहियों के ब्यौरे सम्मिलित है (The manner of execution of subsidy programmes including the amouts allocated and the details of beneficiaries of such programmes)
- 13. अपने द्वारा अनुदत्त रियायतो अनुज्ञापत्रो या प्राधिकारी के प्राप्तिकर्ताओं की विशिष्टयाः (Particulars of concessions primits or authorisations granted by it)
- 14. किसी इलॉक्ट्रोनिक रूप मेंसूचना के सम्बन्ध में ब्यौरा जो उसको उपलब्ध हो या उसके द्वारा धारित हो

(Details in respect of the information, available to or held by it reduced in an electroinc form)

15. सूचना अभिप्राप्त करने के लिए नागरिको को उपलब्ध सुविधाओ की विशिष्टया जिनके अर्न्तगत किसी पुस्तकालय या वाचन कक्ष के यदि लोक उपयोग के लिए आरक्षित हे तो कार्यकरण धटे सम्मिलित है।

(The particular of facilities available to crtizens for obtaining information including the working hours of a library or reading room if maintained for public use)

- 16. लोक सूचना अधिकारीयों के नाम पदनाम ओर अन्य विशिष्टीयां (The names designations and other particulars of the public information officers)
- 17. ऐसी अन्य सूचना जो विहित की जाय। (Such other information as may be prescribed)

तद्नुसार वांछित सूचनाऐं संकलित कर निर्दिष्ट मैनुअल –1 से –17 तक सूचीपत्रित (Catalogued) तथा अनुक्रमणिकरबद्व (Indexed) कर प्रस्तुत है। उक्त सभी 17 मैनुअल क्यो कि मख्य रूप से उत्तराचल (उत्तर प्रदेश जल सम्भरण एव सीवर व्यवस्था 1 संक्षिप्त शीर्षक अधिनियम 1975) अनुकूलन एव उपान्तरण आदेश 2002 तथा सूचना का अधिकार विधेयक 2005 पर आधारित है अतः इन दोनो अभिलेखो को संलग्नक के रूप में प्रस्तुत किया गया है। इनके अतिरिक्त अन्य कई अभिलेखो जो विभिन्न मैनुअल से प्रसगिंक है को भी संलग्न किया गया है।

सलंग्न विवरणो में कई सूचनाएं ऐसी है जो केवल विशेष समय अवधि के लिए प्रासंगिक है जैसे कार्मिको या बजट आदि से सम्बन्धित सूचनाएं । ऐसी सूचनाए 31 मार्च, 2012 की स्थिति दर्शाती है तथा इन्हे समय समय पर अधतन किया जाना होगा तथा किया जायगा।

प्रबन्ध निदेशक उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम, देहरादून

# <u>nRjlpy isty fuxe</u> ds

#### vius}lijk; kviusfir; a. klin /lifjr ; kviusdeplij; la}lijkviusd R ladsfuogu ds fy, iz k fil; sx; sfir; e] four; e] vunsil; fund klkv k vfily {k%

The rules, regulations, instructions, manuals and records, held by it or under it contorl or used by its employees for discharging its functions

प्रबन्ध निदेषक तथा उनके अधीनस्थ अधिकारियों एवं कर्मचारियों के लिए समय–समय पर जो अधिनियम, नियमावली, मैनुअल, वित्तीय नियम संग्रह आदि प्रयोग में है उनकी सूची तथा संक्षिप्त विवरण निम्नानुसार है।

| ØO | fir; e]fofir; e]vuŋŝlţ funi2 kl k fooj . k   | mi; Karkl KUlhfooj. k                | miyℓkk       |
|----|--|--------------------------------------|--------------|
| a  | C C C C C C C C C C C C C C C C C C C        | OB DB                                | 01           |
| 1  | वित्तीय नियम संग्रह खण्ड – 1                 | वित्तीय अधिकारों का प्रतिनिधारन से   | कार्यालय में |
|    |  | सम्बन्धित नियमावाली                  |              |
| 2  | वित्तीय नियम संग्रह खण्ड–2 भाग 2 से 4        | सेवा सम्बन्धित नियमावली, जैसे        | कार्यालय में |
|    |  | वेतन निर्धारण, अवकाष से सम्बन्धित    |              |
|    |  | नियमावली ।                           |              |
| 3  | वित्तीय नियम संग्रह खण्ड – 3                 | यात्रा भत्ता नियमावली।               | कार्यालय में |
| 4  | वित्तीय नियम संग्रह खण्ड–5 भाग 1             | लेखा नियमावली, लेखा से सम्बन्धित     | कार्यालय में |
|    |  | प्रपत्रों का प्रारूप ।               |              |
| 5  | बजट मैनुअल                                   | बजट प्रक्रिया से सम्बन्धित कार्य।    | कार्यालय में |
| 6  | यू०पी०रिटायमेन्ट्स बेनिफिट्स रूल्स–1961      | वर्तमान में मात्र संदर्भ हेतु क्योकि | कार्यालय में |
|    |  | इस कार्य हेतु अलग से नियमावली        |              |
|    |  | बनायी गयी।                           |              |
| 7  | यू०पी०रिटायमेन्ट्स बेनिफिट्स रूल्स–1965      | सेवानैवृत्तिक लाख की प्रक्रिया       | कार्यालय में |
| 8  | उत्तरप्रदेष रिटायमेन्ट्स बेनिफिट्स (चतुर्थ   | सेवानैवृत्तिक लाख की प्रक्रिया       | कार्यालय में |
|    | संषोधन) नियमावली – 1979                      |                                      |              |
| 9  | उत्तर प्रदेष पेषन के मामलों की प्रस्तुतीकरण  | पेंषन सम्बन्धी अभिलेख अधावधिक        | कार्यालय में |
|    | निस्तारण और विलम्ब का परिवर्जन नियमावली,     | करने, प्रेषण का कलैण्डर तथा          |              |
|    | 1995   | दायित्व निर्धारण।                    |              |
| 10 | उत्तर प्रदेष पेषन के मामलों की प्रस्तुतीकरण  | उत्तर प्रदेष के कम में उत्तराचंल     | कार्यालय में |
|    | निस्तारण और विलम्ब का परिवर्जन नियमावली,     | द्वारा अपने नियम का प्रख्यापन।       |              |
|    | 2003   |                                      |              |
| 11 | मैनुअल आफ गर्वनमेन्ट आर्डस                   | शासनादेष का संग्रह                   | कार्यालय में |
| 12 | सी0एस0आर0                                    | इस पुस्तक का पेषन सम्बन्धी अंष।      | कार्यालय में |
| 13 | उत्तर प्रदेष कर्मचारी आचरण नियमावली, 1956    | सरकारी सेवकों के व्यवहार एवं         | कार्यालय में |
|    |  | आचरण सम्बन्धी मानक तथा               |              |
|    |  | सिद्वान्त ।                          |              |
| 14 | उत्तर प्रदेष कर्मचारी आचरण नियमावली, 2002    | उत्तर प्रदेष के प्राविधानों को       | संलग्न है    |
|    |  | उत्तराचंल द्वारा अपने नियमो को       |              |
|    |  | प्रख्यापन।                           |              |
| 15 | उत्तरांचल प्रदेष कर्मचारी सामूहिक बीमा       | सामूहिक बीमा योजना निधि की           | कार्यालय मे  |
|    | योजना निधि नियमावली 2003                     | कार्य प्रक्रिया, प्रपत्र दायित्व तथा |              |
|    |  | सक्षम अधिकारी                        |              |
| 16 | उत्तर प्रदेष कर्मचारी की सामान्य भविष्य निधि | सामान्य भविष्य निधि से सम्बन्धित     | कार्यालय में |
|    | निमयावली 1985                                | प्रांकया, प्रपत्र दायित्व तथा सक्षम  |              |
|    |  | आधकारा ।                             |              |

| ØO | fir, ejfofir, ejvunjslij funiž ki k fooj. k  | ni; Karkl KUlhfooj. k   | miyℓkrk     |
|----|--|---|-------------|
| 17 | उत्तराचंल राज्य वित्त सेवा नियमावली, 2002  | सेवा से प्रवेष की आयु, योग्यता,<br>नियुक्ति प्रक्रिया, प्रोन्नति के आधार,<br>संवर्ग की संरचना आदि                           | कार्यालय मे |
| 18 | उत्तराचंल राज्य सहायक लेखाधिकारी<br>नियमावली 2003  | समूह ख के अधिकारियों की दी<br>जाने वाली दण्ड प्रक्रिया एवं उसका<br>निस्तारण।  | कार्यालय मे |
| 19 | उत्तरांचल समूह ख सेवा (लधु शास्तियों का<br>आरोपण) नियमावली 2003  | राज्य कर्मचारियों को सेवारत /<br>सेवानिवृत्ति / मृतक आश्रितों को दी<br>जानी वाली चिकित्सा सुविधा का<br>विवरण।               | कार्यालय मे |
| 20 | उत्तरप्रदेष सरकारी सेवक (सेवा समाप्ति)<br>नियमावली, 1975   | अस्थायी कर्मचारियों की सेवा समाफ्ति<br>से सम्बन्धित विवरण।  | कार्यालय मे |
| 21 | उत्तरांचल सेवाओं में भर्ती (आयु सीमा)<br>नियमावली, 2004  | इस नियमावली में सरकारी सेवाओं<br>में भर्ती किये जाने की आयु से<br>सम्बन्धित विवरण।  | कार्यालय मे |
| 22 | उत्तरप्रदेष लोक सेवा (षारीरिक रूप से विकलांग,<br>स्वतंत्रता संगाम सेनानियों के आश्रित और भूतपूर्व<br>सैनिको के लिए आरक्षण) अधिनियम 1993  | विभिन्न विभागों में भर्ती किये जाने<br>से सम्बन्धित आरक्षण का उल्लेख।   | कार्यालय मे |
| 23 | उत्तरप्रदेष सिविल पेषन (कम्युटेषन) रूल्स,<br>1940 प्रथम संषोधन नियमावली, 1984  | राज्य कर्मचारी को सेवानिवृत्ति के<br>उपरान्त देय राषिकरण से सम्बन्धित<br>नियम   | कार्यालय मे |
| 24 | उत्तर प्रदेष सरकार या सार्वजनिक निगमो के<br>छंटनीषुदा कर्मचरियों का सरकारी सेवा में<br>आमेलन नियमावली, 1991  | इसमें राज्य सरकार अथवा सार्वजनिक<br>निगमों से छंटनीषुदा कर्मचरियों का<br>सरकारी सेवा के लिए जाने के<br>सम्बन्धित प्रक्रिया। | कार्यालय मे |
| 25 | उत्तराचंल लोक सेवा आयोग की सेवा शर्तो के<br>बारे में विनियम, 2004  | उत्तरांचल लोक सेवा आयोग के<br>अध्यक्ष⁄सदस्यों की सेवा शर्तो के<br>प्रक्रिया का अंष।   | कार्यालय मे |
| 26 | उत्तर प्रदेश पुर्नगठन विधेयक — 2000  | उ०प्रo राज्य का पुर्नठन एवं<br>उत्तराचंल राज्य को बनाये जाने का<br>विधेयक।  | कार्यालय मे |
| 27 | उ0प्र0 जल सम्भरण तथा सीवर व्यवस्था अधिनियम<br>1975 (उ0प्र0 अधिनियम संख्या 43–1975) एवं<br>विभाग की विज्ञप्ति सं0 3133 सत्रह –1–20–75<br>दिनांक 08.09.1975 द्वारा प्रकाशित एवं उत्तराखण्ड<br>(उ0प्र0 जल सम्भरण एवं सीवर व्यवस्था। संक्षिप्त<br>शीर्षक अधिनियम 1975) अनुकूलन एवं उपान्तरण<br>आदेष–2002 | जल निगम की स्थापना, कार्य<br>संचालन, कृत, शक्तिया, अनुकूलन<br>एवं उपान्तरण आदेष—2002 से<br>सम्बन्धित विधेयक।                | कार्यालय मे |

उपरोक्त नियम, विनियम, अनुदेष निर्देषिका तथा अभिलेख समूल्य प्राप्त करने का पता :--प्रधान कार्यालय, उत्तरांचल पेयजल निगम, 11-मोहनी रोड, देहरादून फैक्स नं0 0135-2672337 दूरभाष नं0 0135-2678078, 2672404 ई-मेल: <u>upsvnn@gmail.com</u> जगरोक्त के अविधिक्त 2007 कर्त्तवर्यों के निर्वटन के लिए <u>upsvnn@gmail.com</u>

ई–मेलः <u>upsvnn@gmail.com</u> उपरोक्त के अतिरिक्त अपने कर्त्ताव्यों के निर्वहन के लिय प्रयोगार्थ अभिलेख निम्नानुसार है। दिन प्रतिदिन प्रयोग में आने वाले अपने विभाग से सम्बन्धित मुख्य–मुख्य अभिलेखों को सलंग्न किया जा रहा है।

| क0सं0 | अभिलेखों का विवरण   | अभिलेखों की |
|-------|---|-------------|
|       |   | उपलब्धता    |
| 1     | सूचना का अधिकार एवं अधिनियम – 2005  | संलग्न है   |
| 2     | पंचायतो को प्रशासनिक कार्यकारी एवं वित्तीय अधिकारों के संक्रमण हेतु शासनादेश<br>संख्या 622 / स0ग्रा0 / अ0रो0अनु0 / 92(25) / 2003 दिनांक 29.10.03  | संलग्न है   |
| 3     | पेयजल विभाग से सम्बन्धित प्रशासनिक, कार्यकारी एवं वित्तीय अधिकारी/दायित्वों<br>को पंचायती राज्य संस्थाओं को संक्रमित किये जाने हेतु शासनादेश संख्या<br>2121/उन्तीस/04.–02/2004 दिनांक 17.08.2004  | संलग्न है   |
| 4     | कुमांयू एवं गढ़वाल वाटर एक्ट – 1975 & Vs ProPC Act – 2003   | संलग्न है   |
| 5     | PART IX – A Constitution of Municipalities (Arts 243P To 243ZG)   | संलग्न है   |
| 6     | PANCHAYATS AND MUNICIPIALITIES (ARTICLES 243, 243-A TO 243-O AND 243 P TO 243ZG) The Panchayaty raj and Nagar palika Constitution Amendments Acts   | संलग्न है   |
| 7     | उत्तर प्रदेश जल निगम मिनिस्ट्रीयल अधिष्ठान सेवा नियमावली 1981   | संलग्न है   |
| 8     | अधिकारियो के वित्तीय अधिकारो से सम्बन्धित शासनादेश सं0 143 / प्र0नि0<br>कैम्प—बोर्ड बैठक(वि0प्र0) / 2011, दि0 01.07.2011 एवं 144 / प्र0नि0 कैम्प—बोर्ड<br>बैठक(वि0प्र0) / 2011, दि0 01.07.2011  | संलग्न है   |
| 9     | प्रबन्ध निदेशक उ०प्र० जल निगम लखनऊ के कार्यालय ज्ञाप संख्या 644⁄लेखा<br>सामान्य दिनांक 10.09.86 के अन्तर्गत अधीक्षण अभियन्ताओं के शाखा निरीक्षण हेतु<br>प्रतिवेदन प्रारूप   | संलग्न है   |
| 10    | स्वाप कार्यक्रम के अन्तर्गत ग्रामीण पेयजल योजना हेतु डिजाईन क्राइटेरिया<br>प्रधान कार्यालय उत्तराखण्ड पेयजल निगम का पत्रांक 700 / SWAp सामान्य बैठक<br>दिनांक 23.10.07 द्वारा प्रसारित राज्य जल एवं स्वच्छता मिषन देहरादून का पत्रांक<br>253 / SWSM (SIP)-2 / 2007–08 दिनांक 29.09.2007 | संलग्न है   |
| 11    | पेयजल योजनाओं के विरचन हेतु प्रस्तावित जलदर प्रधान कार्यालय उत्तराखण्ड<br>पेयजल निगम का पत्र संख्या 37 / डिजाईन क्राइटेरिया / दिनांक 14.02.03   | संलग्न है   |
| 12    | त्वरित नागर पेयजल योजनाओं के प्राक्कलन विरचन हेतु चेक लिस्ट प्रधान<br>कार्यालय उत्तराखण्ड पेयजल निगम का पत्र संख्या 343 / त्वरित नागर /<br>दिनांक 04.02.03  | संलग्न है   |
| 13    | जलापूर्ति योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया प्रधान कार्यालय उत्तर प्रदेष<br>जल निगम लखनऊ का कार्यालय ज्ञाप संख्या 267 / पी0पी0आर0डी0— डिजाईन<br>क्राइटेरिया / दिनांक 25.07.2002  | संलग्न है   |
| 14    | त्वरित नागर जल सम्पूर्ति कार्यक्रम के अन्तर्गत पेयजल योजनाओं के विरचन हेतु<br>डिजाईन क्राइटेरिया प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का कार्यालय<br>ज्ञाप संख्या 429/अप्रेजल–डिजाईनक्राइटेरिया/1 दिनांक 29.06.1993  | संलग्न है   |
| 15    | जलोत्सारण एवं जल निकासी की योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया<br>प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का पत्र संख्या 351/<br>पी0पी0आर0डी0/ डिजाईन क्राइटेरिया/2 दिनांक 19.02.1986  | संलग्न है   |
| 16    | पर्वतीय क्षेत्रों में ग्रेविटी एवं पम्पिंग योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया<br>प्रधान कार्यालय उत्तर प्रदेष जल निगम लखनऊ का पत्र संख्या 494 /<br>पी0पी0आर0डी0 / डिजाईन क्राइटेरिया / 12 दिनांक 14.03.1984   | संलग्न है   |
| 17    | जलोत्सारण योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया प्रधान कार्यालय उत्तर<br>प्रदेष जल निगम लखनऊ का कार्यालय ज्ञाप संख्या 3001 / पी0पी0आर0डी0—<br>डिजाईन क्राइटेरिया / 30 दिनांक 19.06.1979  | संलग्न है   |
| 18    | नागर एवं ग्रामीण पेयजल योजनाओं के विरचन हेतु डिजाईन क्राइटेरिया प्रधान<br>कार्यालय उत्तर प्रदेष जल निगम लखनऊ का कार्यालय ज्ञाप संख्या 1069 /<br>पी0पी0आर0डी0— डिजाईन क्राइटेरिया / 24 दिनांक 24.04.1978   | संलग्न है   |
| 19    | उत्तरांचल सरकारी सेवक (अनुशासन एवं अपील) नियमावली 2003  | संलग्न है   |
| 20    | (उत्तरांचल लोक सेवा आयोग के क्षेत्र के बाहर) समूह 'ग' के पदों पर सीधी भर्ती की<br>प्रक्रिया नियमावली 2003   | संलग्न है   |

| क0सं0 | अभिलेखों का विवरण   | अभिलेखों की                              |
|-------|---|--|
|       |   | उपलब्धता                                 |
| 21    | संयुक्त प्रान्त नगरपालिका अधिनियम, 1916 ( संयुक्त प्रान्त नगरपालिका | नगर                                      |
|       | अधिनियम संख्या – २ १९१६ )   | महापालिका                                |
|       |   | कार्यालय                                 |
| 22    | उप्र नगरमहापालिनक अधिनियम —1959 ( उप्र अधिनियम संख्या—2 —1959 )     | नगर                                      |
|       |   | महापालिका                                |
|       |   | कार्यालय                                 |
| 23    | भारतीय संविदा अधिनियम– 1872 (Indian Contracts Act 1872)             | शासन स्तर पर                             |
| 24    | भारतीय विवाचन एवं संराधन अधिनियम–1996 Indian Arbitration and        | शासन स्तर पर                             |
|       | Conciliation Act 1996   |  |
| 25    | सपत्ति स्थान्नतरण अधिनियम–1882 Transfer of Property Act 1882        | शासन स्तर पर                             |
| 26    | भारतीय मुद्रांक अधिनियम 1899 (Indian Stamp Act 1899)                | शासन स्तर पर                             |
| 27    | भारतीय पंजीकरण अधिनियम–1866 (Indian Registration Act 1866)          | शासन स्तर पर                             |
| 28    | किराया नियंत्रण अधिनियम (Rent Control Act)                          | शासन स्तर पर                             |
| 29    | भूमि अधिग्रहण अधिनियम–1894 (Land Acquisition Act 1894)              | भूमि अध्यपति                             |
|       |   | ॅअधिकारी                                 |
| 30    | भारतीय विद्युत नियम (Indian Electricity Rules)                      | विद्युत विभाग                            |
| 31    | आयकर अधिनियम–1962   | आयकर विभाग                               |
| 32    | Uttar Pradesh Urban Buildings (Regulation of Letting, Rent and      | लोक निर्माण                              |
|       | Eviction) Act -1972   | विभाग                                    |
| 33    | The Water (Prevention and Control of Pollution) Act-1974            | प्रदूषण नियंत्रण                         |
|       |   | विभाग                                    |
| 34    | The Water (Prevention and Control of Pollution) Cess Act-1977       | प्रदूषण नियंत्रण                         |
|       |   | विभाग                                    |
| 35    | The Air (Prevention and Control of Pollution) Act-1981              | प्रदूषण नियत्रण                          |
|       | The English and Durth of an Art 1096                                | ावभाग<br>मनमम् निर्मनम                   |
| 36    | The Envirment Protection Act-1986                                   | प्रदूषण ।नयत्रण<br>विभाग                 |
| 27    | Hazardous Wastes (Management and Handling) Rules 1989               | ावमाग<br>पटषण नियंत्रण                   |
| 37    | Thazardous wastes (Wanagement and Tranding) Rules, 1969             | प्रदूषन निपत्रन<br>विभाग                 |
| 38    | The Forest Conservation Act-1980                                    | वन विभाग                                 |
| 20    | The Public Liability Insurance Act-1991                             | शासन स्तर पर                             |
| 39    | The National Environment Tribunal Act 1005                          | पटषण निर्णतण                             |
| 40    | The National Environment Hibunal Act-1995                           | प्रदूषण गियन्नण<br>विभाग                 |
| 11    | The National Environment Appellate Authority Act, 1997              | ापगाग<br>पटषण नियंत्रण                   |
| 41    | The reactional Environment Appendic Authority Act, 1997             | त्र पूर्ण गणपत्र ग<br>विभाग              |
| 42    | The Interst On Delayed Payments To Small Scale And Ancillary        | शासन स्तर पर                             |
| 72    | Industrial Undertakings Act- 1993                                   |  |
| 43    | Registration Act-1908   | शासन स्तर पर                             |
| 44    | Societies Registration Act-1860                                     | शासन स्तर पर                             |
| 45    | Consumer Protection Act-1986  | शासन स्तर पर                             |
| 46    | Bureau of Indian Standard Act-1986                                  | शासन स्तर पर                             |
| 17    | Essential Services Mainteneance Act-1981                            | शासन स्तर पर                             |
| 41    |   | XII XI X 1 X 1 X 1 X 1 X 1 X 1 X 1 X 1 X |

| क0सं0 | अभिलेखों का विवरण  | अभिलेखों की<br>जपलबाना       |
|-------|--|------------------------------|
| 48    | Building And Other Construction Workers Welfare Cess Act-1996      | लोक निर्माण                  |
|       |  | विभाग                        |
| 49    | Child Labour (Prohibition and Regulation) Act-1986                 | शासन स्तर पर                 |
| 50    | Minimum Wages Act-1948   | शासन स्तर पर                 |
| 51    | Payment of Gartuity Act-1998                                       | महालेखाकार                   |
|       |  | कार्यालय                     |
| 52    | Payment of Wages Act- 1936   | महालेखाकार                   |
| 50    | Public Provident Fund Act 1068                                     | कायालय<br>गटान्स्रेग्राकार   |
| 53    | rubic riovident Fund Act-1908                                      | <u>नहालखाकार</u><br>कार्यालय |
| 54    | Workmen's Compensation Act-1923                                    | महालेखाकार                   |
| 0.    | 1  | कार्यालय                     |
| 55    | Limitation Act-1963  | महालेखाकार                   |
|       |  | कार्यालय                     |
| 56    | The Prevention of Damage to Public Property Act-1984               | शासन स्तर पर                 |
| 57    | The Architects Act- 1972   | शासन स्तर पर                 |
| 58    | Indian Partnership Act- 1932                                       | शासन स्तर पर                 |
| 59    | Bureau of Indian Standard Act-1986                                 | शासन स्तर पर                 |
| 60    | Companies Act-1956   | शासन स्तर पर                 |
| 61    | उप्र जल निगम कार्यालय प्रक्रिया पुस्तिका (Office Procedure Manual) | पेयजल निगम<br>कार्यालय       |
| 62    | LSGED Specifications   | पेयजल निगम                   |
| 02    |  | कार्यालय                     |
| 63    | PWD Specifications   | लोक निर्माण                  |
|       |  | विभाग                        |
| 64    | CPWD Specifications  | लोक निर्माण                  |
|       |  | विभाग                        |
| 65    | UP Rajkiya Nirmang Nigam Working Manual & Forms                    | राजकाय ानमाण                 |
|       | जन्म निगम दर विषत्रेषाए गेगजन्म                                    | ानगम<br>गोगजन्म निगम         |
| 66    | जल गिगम दर विरलपण विचल   | वपुणल गिगम<br>कार्यालय       |
| 67    | जल निगम दर विश्लेषणः जलोत्सारण                                     | पेयजल निगम                   |
| 01    |  | कार्यालय                     |
| 68    | जल निगम दर विश्लेषणः भवन एवं मार्ग                                 | पेयजल निगम                   |
|       |  | कार्यालय                     |
| 69    | जल निगम दर सूचीः पेयजल   | जल संस्थान                   |
| 70    | जल निगम दर सूचीः जलोत्सारण   | जल संस्थान                   |
| 71    | जल निगम दर सूचीः भवन एवं मार्ग                                     | जल संस्थान                   |
| 72    | Manual on Water Supply : CPHEEO                                    | पेयजल निगम                   |
|       |  | कार्यालय                     |
| 73    | Manual on Sewerage : CPHEEO  | पेयजल निगम<br>               |
|       |  | कायालय                       |
|       |  |                              |

| क0सं0 | अभिलेखों का विवरण                         | अभिलेखों की                 |
|-------|---|-----------------------------|
|       |   | उपलब्धता                    |
| 74    | BIS Handbook/Specifications               | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 75    | Invntories of status of W/S Swerage etc   | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 76    | डॅक्यूमैन्ट कन्ट्रोल फार्म – 76           | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 77    | माप पुस्तिकाओं का रजिस्टर पी डब्लू ए – 92 | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 78    | ट्रान्सफर एन्ट्री बुक (100)               | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 79    | डिमाण्ड एण्ड कलैक्शन (105)                | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 80    | कैश बुक (106)                             | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 81    | सेन्टेज रजिस्टर (107)                     | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 82    | जनरल लैजर (120)                           | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 83    | स्टोर लैजर (121)                          | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 84    | व्यक्तिगत लेजर (122)                      | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 85    | वक्से रजिस्टर (124)                       | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 86    | यत्र – संयत्र रजिस्टर (126)               | पयजल निगम                   |
|       |   | कायालय                      |
| 87    | फिक्स्ड एसट राजस्टर (128)                 | ਪ੫ਯਕ । नगम<br>              |
|       |   | कायालय                      |
| 88    | ठकदारा का लजर (129)                       | ਪ੫ਯਕ । ਜਾਂ ।<br>ਜਾਂ ਸਾਹਿਤ ਸ |
|       | अविन्तीन तेनन गरिएनए (124)                | कायालय                      |
| 89    | आपतारत पतन राजस्टर (131)                  | पथणल गिगम<br>कार्याच्या     |
| 00    | फारन गोन गरिगरन                           | कायालय                      |
| 90    |   | न्द्रणला गगग<br>कार्यालय    |
| 01    | वेतन बीजन्क रजिस्टर                       | पगवालय<br>पेराजल निगम       |
| 91    |   | कार्यालय                    |
| 02    | सेवा पस्तिका रजिस्टर                      | पेयजल निगम                  |
| 32    |   | कार्यालय                    |
| 93    | सामहिक बीमा रजिस्टर                       | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 94    | भविष्य निधि खाता पासबुक रजिस्टर           | पेयजल निगम                  |
|       |   | कार्यालय                    |
| 95    | फिक्स्ड डिपॉजिट रजिस्टर                   | पेयजल निगम                  |
|       |   | कार्यालय                    |
|       |   |                             |

| क0सं0 | अभिलेखों का विवरण   | अभिलेखों की                     |
|-------|---|---------------------------------|
|       | -   | उपलब्धता                        |
| 96    | कार्य प्रभरित अधिष्ठान का रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 97    | रिसीट और डिस्पैच रजिस्टर  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 98    | भूमि और भवन रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 99    | मानचित्र रजिस्टर  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 100   | बैन्च मार्क रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 101   | आयकर रजिस्टर  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 102   | अभिलेखों को नष्ट करने का रजिस्टर : पी डब्लू ए फार्म – 97  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 103   | प्रयोगों का रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 104   | लेखन सामग्री रजिस्टर  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 105   | प्राक्कलन रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 106   | रेलवे क्लेम रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 107   | रेलवे रसीदों का रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 108   | नोट बुक रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 109   | ठेके एव अनुबन्ध का रजिस्टर  | पेयजल निगम                      |
|       |   | कार्यालय                        |
| 110   | स्वीकृत निविदा दर्रा का रजिस्टर   | पयजल निगम                       |
|       |   | कायालय                          |
| 111   | अस्वाकृत एव विचाराधान निविदाओं का राजस्टर   | पयजल ानगम                       |
|       |   | कायालय                          |
| 112   | निविदी प्रेमंत्री के विक्रय की रजिस्टर  | पयजल ।नगम                       |
|       |   | कायालय                          |
| 113   | तुलनात्मक विवरणा का राजस्टर   | पयजल निगम                       |
|       | صحص المحالية من عالمان من المحمد على المحالية عند المحالية عند المحالية عند المحالية عند المحالية عند المحالية | पगयालय                          |
| 114   | ंयूगतन मागपदाओं के आतारक्त स्याकृत का गई मिषिदाओं के मामले देशान<br>तात्वा उत्तिग्दनग्र   | পথতাল । <b>শ</b> শ<br>কোর্যান্স |
| 445   | तेकेटार / अप्तारार के बिल रक्तिस्टर   | पगपाराप<br>प्रेयतन्त्र निगम     |
| 115   |   | - कार्यालय                      |
| 116   | डप्नीकेट चाबियों का रजिस्टर   | पेराजल निगम                     |
|       |   | कार्यालय                        |
| 117   | ब्याज अर्जित करने वाली प्रतिभतियों का रजिस्टर   | पेयजल निगम                      |
|       |   | कार्यालय                        |
|       |   |                                 |

| क0सं0 | अभिलेखों का विवरण  | अभिलेखों की |
|-------|--|-------------|
|       |  | उपलब्धता    |
| 118   | Annual Reports : Balance Sheets & Accts of Income and Expenditure  | पेयजल निगम  |
|       |  | कार्यालय    |
| 119   | Tender Form : Lump Sum   | पेयजल निगम  |
|       |  | कार्यालय    |
| 120   | Tender Form : Lump Sum-Cum-Item-Rate                               | पेयजल निगम  |
|       |  | कार्यालय    |
| 121   | सेवा विनियमावली  | पेयजल निगम  |
|       |  | कार्यालय    |
| 122   | उपस्थिति पंजिका  | पेयजल निगम  |
|       |  | कार्यालय    |
| 123   | अवकाश पंजिका   | पेयजल निगम  |
|       |  | कार्यालय    |
| 124   | स्टाम्प रजिस्टर  | पेयजल निगम  |
|       |  | कार्यालय    |
| 125   | पत्रावली रजिस्टर   | पेयजल निगम  |
|       |  | कार्यालय    |
| 126   | कार्यालय ज्ञाप पंजिका  | पेयजल निगम  |
|       |  | कार्यालय    |
| 127   | स्टेशनरी रजिस्टर   | पेयजल निगम  |
|       |  | कार्यालय    |
| 128   | सामान्य पत्रावलियां  | पेयजल निगम  |
|       |  | कार्यालय    |
| 129   | लेखानुभाग से सम्बन्धित पत्रावलियां                                 | पेयजल निगम  |
|       |  | कार्यालय    |
| 130   | गोपनीय पत्रावलियां   | पेयजल निगम  |
|       |  | कार्यालय    |
| 131   | तुलन–पत्र तथा आय–व्ययक लेखा  | पेयजल निगम  |
|       |  | कार्यालय    |
| 132   | UPSVNN: Survey of Drinking Water Supply in Rural Habitation : 2003 | पेयजल निगम  |
|       |  | कार्यालय    |
| 133   | पेयजल एवं जलोत्सारण योजनाओं की जनपदवार विवरणी                      | पेयजल निगम  |
|       |  | कार्यालय    |
| 134   | जनगणना पुस्तिका – 2001   | पेयजल निगम  |
|       |  | कार्यालय    |

## v/; k & 5&

## tu&let rd lyuke, oavfily{ledhigW

- सूचना का अधिकार अधिनियम, 2005 (परिषिष्ट– I ) लिये नागरिकों के सूचना के अधिकार की व्यवहारिक शासन पद्धति स्थापित करने के उद्देषय से सूचना का अधिकार धनियम 2005, दिनांक 12 अक्टूबर, 2005 से अस्तित्व में है,
- 3.नागरिकों से प्राप्त सूचना के अनुरोधों का पंजीकरण यथास्थिति पार्ष्वकित<br/>अनुरोध पत्रों का<br/>पंजीकरण एवंअनुरोध पत्रों का<br/>पंजीकरण एवंशासनादेष में दिये गये किसी एक प्रारूप में किया जायेगा, सहायक लोक सूचना<br/>अधिकारी स्तर पर सूचना के अनुरोध को प्राप्त करने की स्थिति में, उसे लोक<br/>सूचना अधिकारी को शीघ्रताषीघ्र परन्तु विलम्बतः 5 दिन के अन्दर निर्धारित प्रारूपशासनादेष संमें अग्रेषित करेगा।
  - अनुरोधकर्ता को सूचना का अनुरोध का प्राप्ति पत्र आवेदन शुल्क की रसीद सहित दिया जायेगा, यदि अनुरोधकर्ता गरीबी रेखा से निम्न आय वर्ग का हो तो उससे किसी प्रकार शुल्क नहीं लिया जायेगा,
  - अधिनियम की धारा 6 के अधीन सूचना का अनुरोध प्राप्त होने पर लोक सूचना अधिकारी यथासम्भव शीघ्रता से और किसी भी दषा में अनुरोध प्राप्ति के तीस दिन के भीतर ऐसी फीस के संदाय पर जो विहित की जाये या तो सूचना उपलब्ध करायेगा या धारा 8 और धारा 9 में विनिर्दिष्ट अवधि के भीतर सूचना के लिये अनुरोध पर विनिष्चय करने में असफल रहता है तो, यह समझा जायेगा कि उसने अनुरोध को नामंजूर कर दिया है।

शासनादेष सं0 146 / सं0 XXXIX (3) G/2006 दिनांक 3.1 22 मार्च, 2006 (परिषिष्ट– III )

3.2

19

अधिनियम की धारा 6 की उपधारा (1) के अधीन सूचना मांगे जाने हेतु आवेदन पत्र के साथ देय फीस एवं अभिलेखों की छायाप्रतियां अनुरोधकर्ता को उपलब्ध कराने हेतु पार्ष्वांकित अधिसूचना के अनुसार शुल्क देय होगा।

सूचना का अधिकार (फीस एवं लागत का विनियमन) नियम, 2005 4.

अधिसूचना ए0-266 / XXII /205-9(31) दिनांक 13 अक्टूबर 2005 (परिषिष्ट- IV) एवं सषोधित अधिसूचना 165 / मू/XXXI /(13)G-2(2)/2006 दिनांक 31 मार्च 2006 (परिषिष्ट- V)

- 5. यदि लोक सूचना अधिकारी के पास किसी ऐसी सूचना दिये जाने का अनुरोध प्राप्त होता है जो तीसरे पक्षकार से सम्बधित है और तीसरे पक्षकार द्वारा उसे गोपनीय माना गया है, तो ऐसी दषा में लोक सूचना अधिकारी अनुरोध प्राप्त होने से पांच दिनों के भीतर, ऐसे तीसरे पक्षकार को इस तथ्य की लिखित रूप से सूचना देगा और इस बारे में कि सूचना प्रकट की जानी चाहिये या नही, लिखित रूप में या मौखिक रूप में निवेदन करने के लिये तीसरे पक्षकार को आमंत्रित करेगा एवं सूचना के प्रकटन के बारे में कोई निर्णय करते समय तीसरे पक्षकार के उत्तर को ध्यान में रखेगा।
- पर व्यक्ति सूचना 5.1 तीसरे पक्षकार को ऐसी सूचना के प्रस्तावित प्रकटन के विरूद्ध अभ्यावेदन करने का अवसर दिया जायेगा, लोक सूचना अधिकारी द्वारा तीसरे पक्षकार से सम्बन्धित सूचना के अनुरोध प्राप्त होने के पष्चात 40 दिन के भीतर इस बारे में निर्णय लिया जायेगा कि उक्त सूचना या अभिलेख या उसके भाग का प्रकटन किये जाये या नहीं और अपने निर्णय की सूचना लिखित में तीसरे पक्षकार को भी देगा, लोक सूचना अधिकारी तीसरे पक्षकार को यह भी सूचित करेगा कि उसे निर्णय से असंतुष्ट होने पर विभागीय अपीलीय अधिकारी के यहां 30 दिन के अन्दर अपील करने का अधिकार है।
  - प्रथम अपील 6. अपील करने वाला व्यक्ति सूचना प्राप्ति के लिये निर्धारित समय सीमा की धारा 19(1) समाप्ति की तिथि से 30 दिनों अंदर विभागीय अपीलीय अधिकारी के समक्ष अपील कर सकता है, सम्बन्धित अपीलीय अधिकारी को यदि यह विष्वास हो जाता है कि किन्ही अपरिहार्य कारणों से अपीलकर्ता अपनी अपील की याचिका

निर्धारित समय में प्रस्तुत करने में असमर्थ रहा हो तो वह उक्त समय सीमा के बाद भी अपील स्वीकार कर सकता है।

- लोक सूचना अधिकारी द्वारा अधिनियम की धारा 11 के अन्तर्गत यदि तीसरे पक्ष 6.1 से सम्बन्धित सूचना अनुरोधकर्ता को देने के सम्बन्ध में निर्णय दिया गया है तो इस आदेष से प्रभावित तीसरा पक्ष, आदेष की तिथि से 30 दिनों के अन्दर विभागीय अपीलीय अधिकारी के यहाँ अपील कर सकता है।
- विभागीय अपीलीय अधिकारी द्वारा अपील का निस्तारण, याचिका की तिथि से 30 6.2 दिनों के अन्दर किया जायेगा।
- अधिनियम की धारा 4(1)(ख) के अधीन विभाग की सभी प्रषासनिक इकाईयाँ जो 7. सूचनाओं का स्वैच्छिक लोक प्राधिकारी घोषित हैं, के द्वारा 17 बिन्दुओं पर सूचनायें संकलित कर प्रत्येक बिन्दु पर मैनुअल बनायें जायेंगे, उक्त सभी मैनुअल पर सी0डी0 तैयार कर उत्तरांचल सूचना राष्ट्रीय सूचना केन्द्र को उपलब्ध कराई जायेगी, विभाग के प्रत्येक लोक आयोग के पत्र सं0 प्राधिकारी स्तर पर उक्त मैनुअल की हार्ड प्रति एवं साफ्ट प्रति उपलब्ध रहेगी।श 65 / उ०सू०आ०म्०सू 03110 / 2005 उक्त मैनुअल यथास्थिति प्रत्येक वर्ष के अन्त में अद्यावधिक किये जायेंगे तथा दिनांक दिसम्बर, 7.1 2005) (परिषिष्ट-मैनुअल सूचना के अधिकार अधिनियम के अन्तर्गत जन साधारण के अवलोकनार्थ बराबर उपलब्ध रहेंगे।

संगठन

VI)

- सूचना के अधिकार अधिनियम की धारा 25(3) के अधीन उपबन्ध (क) से (ङ) के मासिक प्रगति 8. प्रतिवेदन सम्बन्ध में 5 बिन्दुओं पर विभाग की प्रत्येक लोक प्राधिकारी इकाई मासिक प्रगति प्रतिवेदन अपने उच्च लोक प्राधिकारी को प्रेषित करेंगे। विभाग के निदेषालय स्तर से ऐसे प्राप्त प्रगति प्रतिवेदन को संकलित कर उत्तरांचल सूचना आयोग को प्रत्येक माह दसवीं तारीख तक प्रेषित किया जाना होगा।
  - सूचना आयोग इन मासिक प्रगति प्रतिवेदन का उपयोग अपनी वार्षिक रिपोर्ट 8.1 तैयार करने में करेगा।
- सूचना पट्टों को जन सामान्य की सुविधा हेत् प्रत्येक लोक प्राधिकारी स्तर पर अपने कार्यालय के 9. प्रदर्षित करना प्रमुख स्थान पर नामित लोक सूचना अधिकारी, सहायक लोक सूचना अधिकारी एवं अपीलीय अधिकारी के नाम पदनाम तथा दूरभाष नम्बर प्रदर्षित करते हुये सूचना पट्ट लगाये जायेंगे।
- आयोग में धारा 18(1) के अधीन प्राप्त षिकायतों एवं धारा 19(3) के अन्तर्गत प्राप्त लोक प्राधिकारियों 10. द्वारा आयोग स्तर से दूसरी अपील पर लोक प्राधिकारी को जारी नोटिस को प्रत्येक लोक प्राधिकारी प्राप्त षिकायतों एवं अपीलों पर स्तर पर एक प्रथक पंजिका में दर्ज किया जायेगा। इस पंजिका में प्राप्त कार्यवाही षिकायतों एवं अपीलों पर लोक प्राधिकारी स्तर पर समय–समय पर की गई कार्यवाही का दिनांक सहित अंकन किया जायेगा।

द्वितीय अपील

11.

अधिनियम की धारा 19(3) में राज्य सूचना आयोग को द्वितीय अपील दायर करने हेतु राज्य सूचना आयोग (अपील प्रक्रिया) नियम 2005 का पालन किया जायेगा)

राज्य सूचना आयोग (अपील प्रक्रिया) नियम, 2005

अधिसूचना सं0 305/XXII/2005-9 (33) 2005 दिनांक 13 दिसम्बर, 2005 (परिषिष्ट– VII)

### l pukdkví klj. fo/l, d] 2005

(2004 का विधेयक संख्यांक 107 – सी लोक सभा द्वारा तारीख 11 मई, 2005 को पारित रूप में)

प्रत्येक लोक प्राधिकारी के कार्यकरण में पारदर्षिता और उत्तरदायित्व के संवर्धन के लिए, लोक पाधिकारी के नियंत्रणाधीन सूचना तक पहुंच सुनिष्चित करने के लिए नागरिकों के सूचना के अधिकार की व्यावहारिक शासन पद्धति सीमित करने, एक केन्द्रीय सूचना आयोग तथा राज्य सूचना आयोगों का गठन करने और उनसे संबंधित या उनसे आनुषंगिक विषयों का उपगंध करने के लिए विधेयक

भारत के संविधान ने लोकतंत्रात्मक गणराज्य की स्थापना की हैः

और लोकतंत्र निहित नागरिक वर्ग तथा ऐसी सूचना की पारदर्षिता की अपेक्षा करता है, जो उसके कार्यकरण तथा भ्रष्टाचार को रोकने के लिए भी और सरकारों तथा उनके परिकरणों को शासन के प्रति उत्तरदायी बनाने के लिए अनिवार्य है।

और वास्तविक व्यवहार में सूचना के प्रकटन से संभवतः अन्य लोक हितों, जिनके अन्तर्गत सरकारों के दक्ष प्रचालन, सीमित राज्य वित्तीय संसाधनों के अधिकतम उपयोग और संवेदनषील सूचना की गोपनीयता का बनाए रखना भी है, के साथ विरोध हो सकता है।

और लोकतंत्रात्मक आदर्ष की प्रभुता को बनाए रखते हुए इन विरोधी हितों के बीच सामंजस्य बनाना आवष्यक है,

अतः अब यह समीचीन है कि ऐसें नागरिको को, कतिपय सूचना देने के लिए, जो उसे पाने के इच्छुक है, उपबंध किया जाए

भारत गणराज्य के छप्पनवें वर्ष में संसद द्वारा निम्नलिखित रूप में यह अधिनियम हो :--

| अध्याय | अध्याय का शीर्षक | धारा | उप–धारा | खण्ड | धारा क         | ञ शीर्षक |     | विषय / विषय वस्तु   |
|--------|------------------|------|---------|------|----------------|----------|-----|---|
| 1      | प्रारम्भिक       | 1    | 1       |      | संक्षिप्त नाम, | विस्तार  | तथा | इस अधिनियम का संक्षिप्त नाम सूचना का अधिकार अधिनियम, 2005 है।                       |
|        |                  |      |         |      | प्रारम्भ       |          |     |   |
|        |                  |      | 2       |      |                |          |     | इसका विस्तार जम्मू–कष्मीर राज्य के सिवाय संपूर्ण भारत पर है।                        |
|        |                  |      | 3       |      |                |          |     | धारा 4 की उपधारा 27 और धारा 28 के उपबंध तुरन्त प्रभावी होंगे और इस                  |
|        |                  |      |         |      |                |          |     | अधिनियम के शेष उपबंध इसके अधिनियम के एक सौ बीसवें दिन को प्रवृत्त                   |
|        |                  |      |         |      |                |          |     | होंगे।  |
|        |                  | 2    |         |      | परिभाषाएं      |          |     | इस अधिनियम में जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,–                            |
|        |                  |      | क       |      |                |          |     | "समुचित सरकार" से किसी ऐसे लोक प्राधिकरण के संबध में जो–                            |
|        |                  |      |         | i    |                |          |     | केन्द्रीय सरकार या संघ राज्यक्षेत्र द्वारा स्थापित, गठित उसके स्वामित्वाधीन,        |
|        |                  |      |         |      |                |          |     | नियंत्रणाधीन या उसके द्वारा प्रत्यक्ष रूप से या अप्रत्यक्ष रूप से उपलब्ध कराई गई    |
|        |                  |      |         |      |                |          |     | निधियों द्वारा पूर्णतया वित्त–पोषित किया जाता है, केन्द्रीय सरकार अभिप्रेत है।      |
|        |                  |      |         | ii   |                |          |     | राज्य सरकार द्वारा स्थापित, गठित उसके स्वामित्वाधीन, नियंत्रणाधीन या उसके           |
|        |                  |      |         |      |                |          |     | द्वारा प्रत्यक्ष रूप से या अप्रत्यक्ष रूप से उपलब्ध कराई गई निधियों द्वारा पूर्णतया |
|        |                  |      |         |      |                |          |     | वित्त–पोषित किया जाता है, राज्य सरकार अभिप्रेत है।                                  |
|        |                  |      | ख       |      |                |          |     | "केन्द्रीय सूचना आयोग" से धारा 12 की उपधारा (1) के अधीन गठित केन्द्रीय              |
|        |                  |      |         |      |                |          |     | सूचना आयोग अभिप्रेत है।   |
|        |                  |      | ग       |      |                |          |     | "केन्द्रीय लोक सूचना अधिकारी" से उपधारा (1) के अधीन नियुक्त केन्द्रीय लोक           |
|        |                  |      |         |      |                |          |     | सूचना अधिकारी अभिप्रेत है और उसके अन्तर्गत धारा 5 की उपधारा (2) के अधीन             |
|        |                  |      |         |      |                |          |     | इस प्रकार पदभिहित कोई केन्द्रीय सहायक लोक सूचना अधिकारी भी है ;                     |
|        |                  |      | घ       |      |                |          |     | "मुख्य सूचना आयुक्त" और "सूचना आयुक्त" से धारा 12 की उपधारा (3) के                  |
|        |                  |      |         |      |                |          |     | अधीन नियुक्त मुख्य सूचना आयुक्त और सूचना आयुक्त अभिप्रेत है;                        |
|        |                  |      | ङ       |      |                |          |     | "सक्षम प्राधिकारी" से अभिप्रेत है;  |

|   |  |   | i     | किसी राज्य की विधानसभा या ऐसी सभा वाले किसी राज्यक्षेत्र की दषा में अध्यक्ष  |
|---|--|---|-------|--|
|   |  |   |       | और राज्य सभा या विधान परिषद की दषा में सभापति ;  |
|   |  |   | ii    | उच्चतम न्यायालय की दषा में भारत का मुख्य न्यायमूर्ति;  |
|   |  |   | iii   | किसी उच्च न्यायलय की दषा में उच्च न्यायालय का मुख्य न्यायमूर्ति  |
| 1 |  |   | iv    | संविधान द्वारा या उसके अधीन स्थापित या गठित अन्य प्राधिकरणों की दषा में,   |
|   |  |   |       | यथास्थिति, राष्ट्रपति या राज्यपाल;   |
|   |  |   | v     | संविधान के अनुच्छेद 239 के अधीन नियुक्त प्रषासक ;  |
|   |  | च |       | "सूचना" से किसी रूप में कोई ऐसी सामग्री जिसके अन्तर्गत किसी इलैक्ट्रानिक   |
|   |  |   |       | रूप में धारित अभिलेख, दस्तावेज, ज्ञापन, ई—मेल, मत, सलाह, प्रेस विज्ञपित,   |
|   |  |   |       | परिपत्र, आदेष, लागबुक, संविदा,रिपोर्ट कागजपत्र, नमूने, माडल, आंकड़ों संबंधी  |
|   |  |   |       | सामग्री और किसी प्राईवेट निकाय से संबंधित ऐसी सूचना सम्मिलित है, जिस तक  |
|   |  |   |       | तत्समय प्रवृत्त किसी अन्य विधि के अधीन किसी लोक प्राधिकारी की पहुंच हो   |
|   |  |   |       | <br>सकती हैं, अभिप्रेत हैं;  |
|   |  | ਰ |       | "विहित" से, यथास्थिति समुचित सरकार या सक्षम प्राधिकारी द्वारा अधिनियम के   |
|   |  |   |       | अधान बनाए गए ानयमा द्वारा ावाहत आभप्रत ह;  |
|   |  | ত |       | ँलोक प्राधिकाराः स,—   |
|   |  |   | क<br> | सावधान द्वारा या उसक अधान ;  |
|   |  |   | ख     | सावधान द्वारा बनाइ गइ किसा अन्य विधि द्वारा;   |
|   |  |   | ग     | राज्य विधान मंडल द्वारा बनाइ गई किसा अन्य विधि द्वारा,   |
|   |  |   | घ     | समुचित सरकार द्वारी जारी की गई आधसूचनी यो किए गए आदेष द्वारी; स्थापित<br>सरकार कोई सम्बित्तरी स वित्तरम स तरकार समयती संस्था     |
|   |  |   |       | या गाठत काइ प्राधिकारा या गिकाय या स्वायत सरकारा संस्था आमप्रत ह,<br>और नगर राज्य जगर के रवाणिन्याणीन निपंत्राणाणीन या उपारे नगर |
|   |  |   |       | जार इसके अंतनत संगूर्यत सरकार के स्पानिपावनि, नियंत्रणावनि यो उसके द्वारी<br>पत्राक्ष ऊप से उपलक्ष कराई विधियों दारा—            |
|   |  |   |       | अस्य स्थ र र र र र र र र र र र र र र र र र र र   |
|   |  |   |       | (1) $\sqrt{2}$   |
|   |  |   |       |  |
|   |  | 된 |       | अभिलेख में निम्नीलोखत सम्मिलित हे-<br>(३) नर्रेन नर प्रतेन प्राणननिष्ठि और प्रतनन  |
|   |  |   |       | (1) काइ दस्तावज, पाण्डुालाप आर फाइल;<br>(**) २००२  |
|   |  |   |       | (11) किसी दस्तविज का कोई माइक्राफल्म, माइक्राफच या प्रातकृति प्रात;  |
|   |  |   |       | (11) ऐसी माइक्रॉफिल्म में समाविष्ट प्रतिबिम्ब या प्रतिबिम्बों को पुनरूत्पादन (चाहे   |
|   |  |   |       | वाधत रूप म हा या न हा) ; आर  |
|   |  |   |       | <br>(IV) किसां कम्प्यूटर द्वारां या किसी अन्य युक्ति द्वारां उत्पादित काइ अन्य सामग्री   |
|   |  | স |       | "सूचना का आधकार" से इस आधानयम के अधान पहुंचन याग्य सूचना का, जा  |
|   |  |   |       | िकसी लोक प्राधिकारी द्वारी या उसके नियंत्रणाधान धारित हे, आधंकार आमप्रत हे<br>और नियमें नियनित्य पर अभिवय प्रतिनिय नै            |
|   |  |   | :     | आर ।जसम ।नम्नालाखत का आधकार साम्मालत ह—<br>कवि ट्यानावेजों अणिकेलों का निगीषणा।  |
|   |  |   | 1     | $\gamma_{2}(x)$ איז איז אויז אויז אויז איז איז איז איז איז איז איז איז איז א   |
|   |  |   | 11    | दस्तावजा या आमलखा क ाटप्पण, उद्धरण या प्रमाणित प्रातालाप लन[]  |
|   |  |   | iii   | सामग्रा क प्रमाणित नमूने लेना।   |

|   |                     |   |   | iv |                               | डिस्केट, फ्लापी,, टेप, वीडियों कैसेट के रूप में या किसी अन्य इलैक्ट्रानिक रीति |
|---|---------------------|---|---|----|-------------------------------|--|
|   |                     |   |   |    |                               | में या प्रिंटआऊट के माध्यम से सूचना को, जहां ऐसी सूचना किसी कम्प्यूटर या       |
|   |                     |   |   |    |                               | किसी अन्य युक्ति में भण्डारित की जाती है, अभिप्राप्त करना, या                  |
|   |                     |   | ਟ |    |                               | "राज्य सूचना आयोग" से धारा 15 की उपधारा (1) के अधीन गठित राज्य सूचना           |
|   |                     |   |   |    |                               | आयोग अभिप्रेत है।  |
|   |                     |   | ਰ |    |                               | "राज्य लोक सूचना अधिकारी" से उपधारा (1) के अधीन पदाभिहित राज्य लोक             |
|   |                     |   |   |    |                               | अधिकारी अभिप्रेंत है और इसके अंतर्गत धारा 5 की उपधारा (2) के अधीन इस           |
|   |                     |   |   |    |                               | प्रकार पदाभिहित राज्य सहायक लोक सूचना अधिकारी भी है।                           |
|   |                     |   | ड |    |                               | "तीसरा पक्षकार" से सूचना के लिए अनुरोध करने वाले व्यक्ति से भिन्न कोई          |
|   |                     |   |   |    |                               | नागरिक अभिप्रेत है, और इसके अंतर्गत कोई लोक प्राधिकारी भी है।                  |
| 2 | सूचना का अधिकार     | 3 |   |    | सूचना का अधिकार               | इस अधिनियम के उपबन्धों के अधीन रहते हुए, सभी नागरिकों को सूचना का              |
|   | और प्राधिकारियों की |   |   |    |                               | अधिकार होगा।   |
|   | बाध्यताएं           |   |   |    |                               |  |
|   |                     | 4 | 1 |    | लोक प्राधिकारियों की बाध्यताए | प्रत्येक लोक प्राधिकारी –  |
|   |                     |   |   | क  |                               | सम्यक् रूप से सूचीपत्रित और अनुक्रमणिका बद्ध अपने सभी अभिलेखों को ऐसी          |
|   |                     |   |   |    |                               | रीति और रूप में रखेगा, जो इस अधिनियम के अधीन सूचना के अधिकार को                |
|   |                     |   |   |    |                               | सुकर बनाता है और सुनिष्चित करेगा कि ऐसे सभी अभिलेख जो कम्प्यूटरीकृत            |
|   |                     |   |   |    |                               | किए जाने के लिए समुचित है, युक्तियुक्त समय के भीतर हैं और संसाधनो की           |
|   |                     |   |   |    |                               | उपलभ्यता के अधीन रहते हुए है, कम्प्यूटरीकृत और विभिन्न प्रणालियों पर संपूर्ण   |
|   |                     |   |   |    |                               | देष में नेटवर्क में माध्यम से संबद्ध है जिससे कि ऐसे अभिलेख तक पहुंच को        |
| - |                     |   |   |    |                               | सुकर बनाया जा सके:   |
|   |                     |   |   | ख  |                               | इस अधिनियम के अधिनियमन से एक सौ बीस दिन के भीतर –                              |
|   |                     |   |   |    |                               | <li>(i) अपने संगठन की विषिष्टियां, कृत्य और कर्तव्य,</li>                      |
|   |                     |   |   |    |                               | <ul><li>(ii) अपने अधिकारियों और कर्मचारियों की शक्तियां और कर्तव्य</li></ul>   |
|   |                     |   |   |    |                               | (iii) विनिष्चय करने की प्रक्रिया में पालन की जाने वाला प्रक्रिया जिसमें        |
|   |                     |   |   |    |                               | पर्यवेक्षण और उत्तरदायित्व के माध्यम सम्मिलित हैः                              |
|   |                     |   |   |    |                               | (iv) अपने कृत्यों के निर्वहन के लिए स्वयं द्वारा स्थापित मापमान :              |
|   |                     |   |   |    |                               | (v) अपने द्वारा या अपने नियंत्रणाधीन धारित या अपने कर्मचारियों द्वारा अपने     |
|   |                     |   |   |    |                               | कृत्यों के निर्वहन के लिए प्रयोग किए गए नियम, विनिमय, अनुदेष,                  |
|   |                     |   |   |    |                               | निर्देषिका और अभिलेख :   |
|   |                     |   |   |    |                               | (vi) ऐसे दस्तावेजों के जो उसके द्वारा धारित या उसके नियंत्रणाधीन है प्रवर्गो   |
|   |                     |   |   |    |                               | का विवरण :   |
|   |                     |   |   |    |                               | (vii) किसी व्यवस्था की विषिष्टयां जो उसकी नीति की संरचना या उसके               |
|   |                     |   |   |    |                               | कार्यान्वयन के संबंध में जनता के सदस्यों से परामर्ष के लिए या उनके             |
|   |                     |   |   |    |                               | द्वारा अभ्यावेदन के लिए विद्यमान है :  |
|   |                     |   |   |    |                               | (viii) ऐसे बोर्डी परिषदों समितियों और अन्य निकायों के विवरण जिनमें दो या       |
|   |                     |   |   |    |                               | अधिक व्यक्ति है. जिनका उसके भागरूप में या इस बारे में सलाह देने के             |
|   |                     |   |   |    |                               | लिए गठन किया गया है कि क्या उन बोर्डो, परिषदों, समितियों, और अन्य              |

|  |   |   | निकायों की बैठके जनता के लिए खुली होगी या ऐसी बैठकों के कार्यवृत्त                    |
|--|---|---|---|
|  |   |   | तक जनता की पहुँच होगी।  |
|  |   |   | (ix) अपने अधिकारियों और कर्मचारियों की निर्देषिका :                                   |
|  |   |   | (X) अपने प्रत्येक अधिकारी और कर्मचारी द्वारा प्राप्त मासिक पारिश्रमिक जिसमें          |
|  |   |   | उसके विनियमों में यथाउपबंधित प्रतिकर की प्रणाली सम्मिलित है:                          |
|  |   |   | (xi) सभी योजनाओं, प्रस्तावित व्ययों और किए गए संवितरणों पर रिपोर्टी की                |
|  |   |   | विषिष्टियों उपदर्षित करते हुए अपने प्रत्येक अभिकरण का आबंटित बजटः                     |
|  |   |   | (xii) सहायिकी कार्यक्रमों के निष्पादन की रीति जिसमें आवंटित राषि और ऐसे               |
|  |   |   | कार्यकर्मों के फायदाग्राहियों के ब्यौरे सम्मिलित है:                                  |
|  |   |   | (xiii) अपने द्वारा अनदत्त रियायतों, अनज्ञापत्रों या प्राधिकारों के प्राप्तिकर्ताओं की |
|  |   |   | विषिष्टियां   |
|  |   |   | (xiv) किसी इलैक्ट्रानिक रूप में सूचना के संबंध में ब्यौरे, जो उसको उपलब्ध हो          |
|  |   |   | या उसके द्वारा धारित होः  |
|  |   |   | (xv) सूचना अभिप्राप्त करने के लिए नागरिकों को उपलब्ध सुविधाओं की                      |
|  |   |   | विषिष्टियां, जिनके अंतर्गत किसी पुस्तकालय या वाचन कक्ष के यदि लोक                     |
|  |   |   | उपयोग के लिए अनुरक्षित है तो कार्यकरण घंटे सम्मिलित हैः                               |
|  |   |   | (xvi) लोक सूचना अधिकारियों के नाम, पदनाम और अन्य विषिष्टियां                          |
|  |   |   | (xvii)ऐसी अन्य सूचना, जो विहित की जाए,  |
|  |   |   | प्रकार्षित करेगा और तत्पष्चात इन प्रकाषनों को प्रत्येक वर्ष में अद्यतन करेगाः         |
|  |   | ग | महत्वपूर्ण नीतियों की विरचना करते समय या ऐसे विनिष्चयों की घोषणा करते                 |
|  |   |   | समय, जो जनता को प्रभावित करते हों, सभी सुसंगत तथ्यों को प्रकाषित करेगा।               |
|  |   | घ | प्रभावित व्यक्तियों को अपने प्रषासनिक या न्यायिककल्प विनिष्चयों के लिए कारण           |
|  |   |   | उपलब्ध कराएगा;  |
|  | 2 |   | प्रत्येक लोक अधिकारी का निरंतर यह प्रयास होगा कि यह स्वप्रेरणा से संसूचना             |
|  |   |   | के विभिन्न साधनों के माध्यम से, जिसके अंतर्गत इंटरनेट भी है, नियमित अंतरालों          |
|  |   |   | पर जनता को उतनी सूचना उपलब्ध कराने के लिए उपधारा (1) के खंड (ख) की                    |
|  |   |   | अपेक्षाओं के अनुसार उपाय करे, जिससे कि जनता को सूचना प्राप्त करने के लिए              |
|  |   |   | इस अधिनियम का कम से कम अवलम्ब हो ;  |
|  | 3 |   | उपधारा (1) के प्रयोजन के लिए प्रत्येक सूचना को विस्तृत रूप से और ऐसे प्रारूप          |
|  |   |   | और रीति में प्रसारित किया जाएगा, जो जनता के लिए सहज रूप से पहुंच योग्य                |
|  |   |   | <br>हो सके;   |
|  | 4 |   | सभी सामग्री को, उस क्षेत्र में लागत प्रभावषीलता, स्थानीय भाषा और संसूचना की           |
|  |   |   | अत्यत प्रभावा पाद्धात का ध्यान म रखत हुए, प्रसारत किया जाएगा तथा सूचना                |
|  |   |   | तक, यथा।स्थात, कन्द्राय लाक सूचना आधकारा या राज्य सूचना आधकारा क पास                  |
|  |   |   | । इलक्ट्रानिक प्रारूप में संभव सामा तक निःषुलक या माध्यम का एसा लोगत पर या            |
|  |   |   | ्रिसा मुद्रण लागत कामत पर जा विहित का जाए, सहज पहुंच होनी चाहिए ;                     |
|  |   |   | रपण्टाकरण— उपधारा (3) या उपधारा (4) के प्रयोजनी के लिए "प्रसारित" स                   |
|  |   |   | । सूचना पटटा समाचारपत्रा, लाक उद्धाषणाखा, मार्डिया प्रसारणी, इंटरेनेटे ये। किसी       |

|   |   |     |          |                            |             | अन्य युक्ति के माध्यम से जिसमें किसी लोक प्राधिकारी के कार्यालयों का निरीक्षण     |
|---|---|-----|----------|----------------------------|-------------|---|
|   |   |     |          |                            |             | सम्मिलिति है, जनता को सूचना की जानकारी देना या संसूचित कराना अभिप्रेत है;         |
|   | 5 | 1   |          | लोक सूचना अधिकारियों       | का          | प्रत्येक लोक प्राधिकारी, इस अधिनियम के सौ दिन के भीतर उतने अधिकारियों             |
|   |   |     |          | पदनाम ।                    |             | को, जितने इस अधिनियम के अधीन सूचना के लिए अनुरोध करने वाले व्यक्तियों             |
|   |   |     |          |                            |             | को सूचना प्रदान करने के लिए आवष्यक हों, सभी प्रषासनिक एककों या उसके               |
|   |   |     |          |                            |             | अधीन कार्यालयों, यथास्थिति, केन्द्रीय लोक सूचना अधिकारियों या राज्य सूचना         |
|   |   |     |          |                            |             | अधिकारियों के रूप में अभिहित करेगा।   |
|   |   | 2   |          |                            |             | उपधारा (1) के उपबंधो पर प्रतिकूल प्रभाव डाले बिना, प्रत्येक लोक प्राधिकारी, इस    |
|   |   |     |          |                            |             | अधिनियम के सौ दिन के भीतर किसी अधिकारी को प्रत्येक उपमंडल स्तर या                 |
|   |   |     |          |                            |             | अन्य उप जिला स्तर पर इस अधिनियम के अधीन सूचना या अपीलों के लिए                    |
|   |   |     |          |                            |             | आवेदन प्राप्त करने और तूरंत उसे या धारा 19 की उपधारा (1) के अधीन                  |
|   |   |     |          |                            |             | विनिदिष्ट वरिष्ठ अधिकारी या यथास्थिति, केन्द्रीय सूचना आयोग या राज्य सूचना        |
|   |   |     |          |                            |             | आयोग को अग्रेषित करने के लिए यथास्थिति, केन्द्रीय सहायक लोक संचना                 |
|   |   |     |          |                            |             | अधिकारी या राज्या सहायक सचना अधिकारी के रूप में पदाभिहित करेगा                    |
|   |   |     |          |                            |             | परंतु यह कि जहां सूचना या अपील के लिए कोई आवेदन यथास्थिति, किसी                   |
|   |   |     |          |                            |             | केन्द्रीय सहायक लोक सचना अधिकारी या किसी राज्य सहायक लोक सचना                     |
|   |   |     |          |                            |             | अधिकारी को दिया जाता है, वहां धारा 7 की उपधारा (1) के अधीन विनिर्दिष्ट            |
|   |   |     |          |                            |             | उत्तर के लिए अवधि की संगणना करने में पांच दिन की अवधि जोड दी जाएगी।               |
|   |   | 3   |          |                            |             | प्रत्येक लोक संचना अधिकारी. संचना की मांग करने वाले व्यक्तियों के अनरोधो।         |
|   |   | _   |          |                            |             | पर कार्यवाही करेगा और ऐसी सचना की मांग करने वाले व्यक्तियों को यक्तियक्त          |
|   |   |     |          |                            |             | सहायता प्रदान करेगा।  |
|   |   | 4   |          |                            |             | यथास्थिति केन्द्रीय लोक सचना अधिकारी या राज्य लोक सचना अधिकारी ऐसे                |
|   |   | -   |          |                            |             | किसी अन्य अधिकारी की सहायता की मांग कर सकेगा. जिसे वह अपने कत्यों के              |
|   |   |     |          |                            |             | समचित निर्वहन के लिए आवष्यक समझे।   |
|   |   | 5   |          |                            |             | कोई अधिकारी, जिसकी उपधारा (4) के अधीन सहायता चाही गई है. उसकी                     |
|   |   | C C |          |                            |             | सहायता चाहने वाले यथास्थित केन्द्रीय लोक सचना अधिकारी या राज्य लोक                |
|   |   |     |          |                            |             | संचना आधिकारी को सभी सहायता प्रदान करेगा और इस अधिनियम के उपबंधों                 |
|   |   |     |          |                            |             | के किसी जल्लघंन के पर्योजनों के लिए ऐसे अन्य अधिकारी को रथास्थिति                 |
|   |   |     |          |                            |             | केन्द्रीय लोक सचना अधिकारी या राज्य लोक सचना अधिकारी समझा जाएगा।                  |
|   | 6 | 1   |          | सचना अभिप्राप्त करने के रि | <b>ਿ</b> ਹਾ | कोई व्यक्ति जो इस अधिनियम के अधीन कोई सचना अभिपाप्त करना चाहता है                 |
|   | Ũ |     |          | ्यनरोध ।                   |             | नगर जायत, जा रूत जाना विक रागित के माध्यम से अंग्रेजी या हिन्दी में या क्षेत्र की |
|   |   |     |          | 013(1011                   |             | राजभाषा जिसमें आवेदन किया जा रहा है ऐसी फीस के साथ जो विहित की                    |
|   |   |     |          |                            |             | जाए–  |
|   |   |     | क        |                            |             | ्यः<br>संबंधित लोक पाधिकरण के यथास्थिति केन्दीय लोक सचना अधिकारी या राज्य         |
|   |   |     | 7'       |                            |             | लोक सचना अधिकारी।   |
|   |   |     | रव       |                            |             | यथास्थिति केन्द्रीय सहायक लोक सचना अधिकारी या राज्य सहायक लोक सचन                 |
|   |   |     | <u> </u> |                            |             | अधिकारी - को उसके द्वारा मांगी गई सचना की विषिष्टियां विनिर्दिष्ट करते हए         |
|   |   |     |          |                            |             | अनरोध करेगा - परन्त जहां ऐसा अनरोध लिखित में नही किया जा सकता है                  |
|   |   |     |          |                            |             | वहां यथास्थिति केन्दीय लोक सचना अधिकारी या राज्य लोक सचना अधिकारी                 |
| 1 |   | 1   | 1        | 1                          |             |   |

|  |   |   |    |                      | अनुरोध करने वाले व्यक्ति को सभी युक्तियुक्त सहायता मौखिक रूप से देगा,          |
|--|---|---|----|----------------------|--|
|  |   |   |    |                      | जिससे कि उसे लेखबद्ध किया जा सके।  |
|  |   | 2 |    |                      | सूचना क लिए अनुराध करने वाले आवदक से सूचना का अनुराध क लिए किसा                |
|  |   |   |    |                      | कारण का या किसा अन्य व्यक्तिगत ब्यार का, सिवाय उसक जा उसस सपक                  |
|  |   |   |    |                      | करने के लिए आवष्यक हो, देने की अपेक्षा नहीं की जाएगी।                          |
|  |   | 3 |    |                      | जहा, किसी ऐसी सूचना के लिए अनुरोध करते हुए कोई आवेदन किसी लोक                  |
|  |   |   |    |                      | प्राधिकारी की किया जाता है–  |
|  |   |   | i  |                      | जो किसी अन्य लोक प्राधिकारी द्वारा धारित की गई है या                           |
|  |   |   | ii |                      | जिसकी विषय–वस्तु किसी अन्य लोक प्राधिकारी के कृत्यों से अधिक निकट रूप          |
|  |   |   |    |                      | से संबंधित है, वहां, वह लोक प्राधिकारी,, जिसको ऐसा आवेदन किया जाता है,         |
|  |   |   |    |                      | ऐसे आवेदन या उसके ऐसे भाग को, जो समुचित हों, उस अन्य प्राधिकारी को             |
|  |   |   |    |                      | अंतरित करेगा और ऐसे अंतरण के संबंध में आवेदक को तुरन्त सूचना देगा ;            |
|  |   |   |    |                      | परन्तु यह कि इस उपधारा के अनुसरण में किसी आवेदन का अंतरण                       |
|  |   |   |    |                      | यथासाध्यषीघ्रता से किया जाएगा, किंतु किसी भी दषा में आवेदन की प्राप्ति की      |
|  |   |   |    |                      | तारीख से पांच दिनों के पष्चात् नही किया जाएगा।                                 |
|  | 7 | 1 |    | अनुरोधों का निपटारा। | धारा 5 की उपधारा (2) के परन्तुक या धारा 6 की उपधारा (3) के परन्तुक के          |
|  |   |   |    |                      | अधीन रहते हुए धारा 6 के अधीन अनुरोध के प्राप्त होने पर, यथास्थिति, केन्द्रीय   |
|  |   |   |    |                      | लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी यथासंभव शीघ्रता से, और            |
|  |   |   |    |                      | किसी भी दषा में अनुरोध की प्राप्ति के तीस दिन के भीतर, ऐसी फीस के संदाय        |
|  |   |   |    |                      | पर, जो विहित की जाए, या तो सूचना उपलब्ध कराएगा या धारा 8 और धारा 9             |
|  |   |   |    |                      | में विनिर्दिष्ट कारणों में किसी कारण से अनुरोध को अस्वीकार करेगा ; परन्तु जहां |
|  |   |   |    |                      | मांगी गई जानकारी का संबध किसी व्यक्ति के जीवन या स्वतंत्रता से है, वहां वह     |
|  |   |   |    |                      | अनुरोध प्राप्त होने के अड़तालीस घंटे के भीतर उपलब्ध कराई जाएगी ;               |
|  |   | 2 |    |                      | यदि लोक सूचना अधिकारी, उपधारा (1) के अधीन विनिदिष्ट अवधि के भीतर               |
|  |   |   |    |                      | सूचना के लिए अनुरोध पर विनिष्चय करने में असफल रहता है, यथास्थिति,              |
|  |   |   |    |                      | केन्द्रीय लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी के बारे में यह          |
|  |   |   |    |                      | समझा जाएगा कि उसने अनुरोध को नामंजूर कर दिया।                                  |
|  |   | 3 |    |                      | जहां, सूचना उपलब्ध कराने की लागत के रूप में किसी और फीस के संदाय पर            |
|  |   |   |    |                      | सूचना उपलब्ध कराने का विनिष्चय किया जाता है, वहां यथास्थिति, केन्द्रीय लोक     |
|  |   |   |    |                      | सूचना अधिकारी या राज्य लोक सूचना अधिकारी अनुरोध करने वाले व्यक्ति को,–         |
|  |   |   | क  |                      | उपधारा (1) के अधीन विहित फीस के अनुसरण में रकम निकालने के लिए की               |
|  |   |   |    |                      | गई संगणनाओं के साथ उसके द्वारा यथाअवधारित सूचना उपलब्ध कराने की                |
|  |   |   |    |                      | लागत के रूप में और फीस के ब्यौरे देते हुए उससे उस फीस को जमा करने का           |
|  |   |   |    |                      | अनुरोध करते हुए कोई सूचना भेजेगा और उक्त संसूचना के प्रेषण और फीस के           |
|  |   |   |    |                      | संदाय के बीच मध्यवर्ती अवधि को उस धारा में निर्दिष्ट तीन दिन की अवधि की        |
|  |   |   |    |                      | संगणना करने के प्रयोजन के लिए अपवर्जित किया जाएगा।                             |
|  |   |   | ख  |                      | प्रभारित फीस की राषि या उपलब्ध कराई गई पहुंच के प्रारूप के बारे में, जिसके     |
|  |   |   |    |                      | अन्तर्गत अपील प्राधिकारी की विषिष्टियां, समय–सीमा, प्रक्रिया और कोई अन्य       |
|  |   |   |    |                      | पारूप भी है विनिष्चय के पनर्विलोकन के संबंध में उसके अधिकार से संबंधित         |

| T |   |   |     | 1 |                           |   |
|---|---|---|-----|---|---------------------------|---|
|   |   |   |     |   |                           | सूचना दत हुए काइ संसूचना भजगा।  |
|   |   |   | 4   |   |                           | जहां, इस अधिनियम के अधीन अभिलेख या उसके किसी भाग तक पहुंच अपेक्षित  |
|   |   |   |     |   |                           | है और ऐसा व्यक्ति जिसको पहुंच उपलब्ध कराई जानी है, संवेदनात्मक रूप से   |
|   |   |   |     |   |                           | निःषक्त है, वहां यथास्थिति, केन्द्रीय लोक सूचना अधिकारी या राज्य लोक सूचना  |
|   |   |   |     |   |                           | अधिकारी सूचना तक पहुंच को समर्थ बनाने के लिए सहायता उपलब्ध कराएगा   |
|   |   |   |     |   |                           | जिसमें निरीक्षण के लिए ऐसी सहायता कराना सम्मिलित है. जो समचित हो।   |
|   |   |   | 5   |   |                           | जहां सचना तक मदित या किसी इलैक्टानिक प्रारूप में उपलब्ध कराई जानी है  |
|   |   |   | , s |   |                           | वहां आवेदक उपधारा (6) के अधीन रहते हुए ऐसी फीस का संदाय करेगा जो  |
|   |   |   |     |   |                           | विहित की जाए।   |
|   |   |   |     |   |                           | परन्न भार 6 की उपभाग (1) और भारा 7 की उपभाग (1) और उपभाग (5) के   |
|   |   |   |     |   |                           | भरेषु यारी है की उपयोग (1) जार यारी 7 की उपयोग (1) जार उपयोग (5) के   |
|   |   |   |     |   |                           | जवान विहित करी पुषितपुषत होगा जार इस व्यापति से, जा गराबा का रखा क  |
|   |   |   |     |   |                           | नाय ह, काई फास प्रमारित नहां का जाएगा, जसा समुायत सरकार द्वारा  |
|   |   |   |     |   |                           |   |
|   |   |   | 6   |   |                           | उपधारा (5) में किसी बात के होते हुए भा, जहां कोई लोक प्राधिकारा उपधारा (1)  |
|   |   |   |     |   |                           | में विनिदिष्ट समय–सामा का अनुपालन करने में असफल रहता है, वहां सूचनी क   |
|   |   |   |     |   |                           | ालए अनुराध करने वाले व्यक्ति का प्रभार के बिना सूचना उपलब्ध कराइ जाएगा।   |
|   |   |   | 7   |   |                           | उपधारा (1) के अधीन कोई विनिष्चय करने से पूर्व यथास्थिति, केन्द्रीय लोक  |
|   |   |   |     |   |                           | सूचना अधिकारी या राज्य लोक सूचना अधिकारी धारा 11 के अधीन किसी तीसरे   |
|   |   |   |     |   |                           | पक्षकार द्वारा किए गए अभ्यावेदन को ध्यान में रखेगा।   |
|   |   |   | 8   |   |                           | जहां, किसी अनुरोध को उपधारा (2) के अधीन अस्वीकृत किया गया समझा गया  |
|   |   |   |     |   |                           | है, वहां लोक सूचना अधिकारी अनुरोध करने वाले व्यक्ति को–   |
|   |   |   |     |   |                           | (i) ऐसी अस्वीकृति के कारण।  |
|   |   |   |     |   |                           | (ii) वह अवधि जिसके भीतर ऐसी अस्वीकति के विरूद्ध कोई अपील की जा  |
|   |   |   |     |   |                           | संकेगी और   |
|   |   |   |     |   |                           | (iii) आपित पाधिकारी की विभिष्टियां संस्वतित करेगा।  |
|   |   |   | 0   |   |                           | (III) अपाल आविषगरा पंग विषिध देवा संसूचित फरना।<br>किंगी गनना को गालगणानगर उमी पाइस में उपनरत करणण जगणा, दिनमें उमे                               |
|   |   |   | 9   |   |                           | ार्यसा सूर्यना का सांवारणताया उसा प्रारूप न उपलब्ध कराया जाएना, जिसने उस<br>गांग गण है जन नक कि वह चोक प्राधिकारी के गांधेणचों को अनुनामनी कुछ यो |
|   |   |   |     |   |                           | मागा गया ह, जब तक पर लाक प्राह्मकारी के संबंधना का अनुमुपति रूप स   |
|   |   |   |     |   |                           | विचालत न करता हा या प्रजगत आंगलेख का सुरक्षा या सरक्षण क प्रातकूल न   |
|   |   |   |     |   |                           |   |
|   |   | 8 | 1   |   | सूचना क प्रकट किए जाने से | इस आधानयम म अतावष्ट ाकसा बात के होते हुए भी, इसमें अन्यथा उपबंधित के  |
|   |   |   |     |   | छूट।                      | सिवाय, निम्नलिखित सूचना प्रकट करने से छूट दी जाएगी, अर्थात्   |
|   |   |   |     | क |                           | सूचना जिसके प्रकटन से-  |
|   |   |   |     |   |                           | (i) भारत की प्रभुता और अंखडता, राज्य की सुरक्षा, रणनीति वैज्ञानिक या  |
|   |   |   |     |   |                           | आर्थिक हित विदेष से संबंध पर प्रतिकूल प्रभाव पड़ता होः या   |
|   |   |   |     |   |                           | (ii) किसी अपराध को करने का उद्दीपन होता हो:   |
|   |   |   |     | ख |                           | संचना, जिसके प्रकटन से किसी न्यायालय या अधिकरण द्वारा अभिव्यक्त रूप से  |
|   |   |   |     |   |                           | निषिद्ध किया गया है या जिसके प्रकटन से न्यायालय का अपमान होता हो  |
|   |   |   |     |   |                           |   |
| 1 | 1 | 1 | 1   |   | 1                         |   |

|  |  |   | ग   |  | सूचना जिसके प्रकटन से संसद या किसी राज्य के विधान—मंडल के विषेषाधिकार  |
|--|--|---|-----|--|--|
|  |  |   |     |  | भग हो सकते हो ;  |
|  |  |   | ਬ   |  | सूचना, जिसमें वाणिज्यिक वि—वास, व्यापार गोपनीयता या बौदिद्विक संपदा,   |
|  |  |   |     |  | सम्मिलिति है, जिसके प्रकटन से किसी तीसरे पक्षकार की प्रतियोगी स्थिति को  |
|  |  |   |     |  | नुकसान होता है।  |
|  |  |   |     |  | परन्तु यह कि ऐसी सूचना को प्रकट किया जा सकेगा यदि लोक सूचना अधिकारी  |
|  |  |   |     |  | का यह समाधान हो जाता है कि ऐसी सूचना का प्रकटन विस्तृत लोक हित   |
|  |  |   |     |  | समाविष्ट है ;  |
|  |  |   | ङ   |  | किसी व्यक्ति को उसकी वैष्वासिक नातेदारी में उपलब्ध सूचना।  |
|  |  |   |     |  | परन्तु यह कि ऐसी सूचना को प्रकट किया जा सकेगा यदि लोक सूचना अधिकारी  |
|  |  |   |     |  | का यह समाधान हो जाता है कि ऐसी सूचना का प्रकटन विस्तुत लोक हित में   |
|  |  |   |     |  | आवष्यक है।   |
|  |  |   | च   |  | किसी विदेषी सरकार से विष्वास में प्राप्त सचना  |
|  |  |   | ਚ   |  | सूचना, जिसके प्रकट करने से किसी व्यक्ति के जीवन या शारीरिक सरक्षा के   |
|  |  |   |     |  | लिए या सचना के संसाधन की पहचान करने में या विष्वास में दी गई सहायता  |
|  |  |   |     |  | या सरक्षा प्रयोजनों के लिए खतरा होगा   |
|  |  |   | ज   |  | संचना जिसके पकट करने से अन्वेषण या अपराधियों के गिरफ्तार करने या   |
|  |  |   |     |  | अभियोजन की किया में अडचन पड़ेगी।   |
|  |  |   | द्य |  | मंत्रिमंडल के कागजपत्र जिसमें मंत्रिपरिषद के सचिवों और अन्य अधिकारियों के  |
|  |  |   | ~1  |  | विचार-विमर्ष के अभिलेख समिलित है - परन्त यह कि मंत्रिपरिषद के विनिष्ठय   |
|  |  |   |     |  | उनके कारण तथा यह सामगी जिसके आधार पर विनिष्ठाय किए गए थे विनिष्ठाय   |
|  |  |   |     |  | किए जाने और विषय को परा या समाप्त होने के प्रष्टात जनता को उपलक्ष  |
|  |  |   |     |  | कराया जाएगा - परन्त यह और कि वे विषय जो इस धारा में सचीबद छटों के  |
|  |  |   |     |  | अन्तर्गत आते है एकट नहीं किए जाएंगे।   |
|  |  |   | ন   |  | परनर जार ह, प्रकृत के विनिष्टाय उनके कारणा तथा यह सामगी जिसके  |
|  |  |   | 51  |  | भाषांच पर विनिष्टांग किंग गए थे विनिष्टांग किंग जाने और विषय को एस गा  |
|  |  |   |     |  | जावार पर विभिन्दय किंदु गए थ, विभिन्दय किंदु जान जार विषय का पूरी यो।<br>गाणान होने के प्राच्चन जनना को ज्यानुष्य कुराणा जाणाग |
|  |  | 0 |     |  | समारा होग के पंच्यात् जगता के उपलब्ध करावा जाएगा ;   |
|  |  | 2 |     |  | रेसा सूयगा स, जिसका यथास्थित, संसद यो किसी राज्य पियोग—नेडल का दग  |
|  |  |   |     |  | $(\tau)$ באיז יוט ועיעו או אמינו זי, ומיאו שועת או באיז יוט ועיעו או אמינו זי, איז         |
|  |  | 3 |     |  | काइ लाक प्राधिकारा, उपधारा (1) में विनिद्धिट छूटी में किसी बात के होते हुए   |
|  |  |   |     |  | भा, सूचना तक पहुंच का अनुज्ञात कर संकंगा, याद सूचना क प्रकटन में लाक   |
|  |  |   |     |  | । हिंत, लोक प्राधिकारी की नुकसान से अधिक है।<br>   |
|  |  | 4 |     |  | उपधारा (1) के खण्ड (क) या खण्ड (झ) के उपबन्धा के अधान रहत हुए, किसा  |
|  |  |   |     |  | घटना वृतात या विषय स संबंधित काइ सूचना जा उस ताराख स जिसका धारा 6  |
|  |  |   |     |  | क अधान काइ अनुराध किया जाता ह दस वर्ष पूर्व हुई है या होती है, उस धारा   |
|  |  |   |     |  | के अधान अनुराध करने वाले व्यक्ति को उपलब्ध कराई जाएगी ;  |
|  |  |   |     |  | परन्तु यह कि जहां उस तारीख से जिसका दस वर्ष की उपलब्धि की संगणित   |
|  |  |   |     |  | किया जाना है, अद्भूत कोई प्रष्न उत्पन्न होता है, वहां केन्द्रीय सरकार का   |
|  |  |   |     |  | विनिष्चय अन्तिम होगा।  |
|  | 0  |   |     | कविषण पापनों    | में मर्चच क | ो प्राय १ के जगवर में पर प्रतिकृत प्रभाव नाते विज्य कोई प्रथापिश्वति केलीम जोक |
|--|----|---|-----|-----------------|-------------|--|
|  | 9  |   |     | कातपथ मामला     | म पहुच क    | । धारा ४ के उपबन्धा पर प्रातकूल प्रमाप डाल बिना, काइ यथास्थित, कन्द्राय लाक    |
|  |    |   |     | अस्वाकृत करन    | क आधार      | सूचना आधकारा या राज्य लोक सूचना आधकारा, सूचना क किसी अनुराध का                 |
|  |    |   |     |                 |             | अस्वाकार कर संकर्गा जहां पहुंच उपलब्ध करान के एस अनुराध में राज्य स भिन्न      |
|  |    |   |     |                 |             | किसी व्यक्ति के विद्यमान प्रतिलिप्यधिकार का उल्लंघन अन्तर्वलित है।             |
|  | 10 | 1 |     | पृथक्करणीयता।   |             | जहां सूचना तक पहुंच के अनुरोध को इस आधार पर अस्वीकार किया जाता है              |
|  |    |   |     |                 |             | कि यह ऐसी सूचना के संबंध में है जो प्रकट किए जाने से छूट प्राप्त है वहां इस    |
|  |    |   |     |                 |             | अधिनियम में किसी बात के होते हुए भी. अभिलेख के उस भाग तक पहुंच                 |
|  |    |   |     |                 |             | अनदत्त की जा सकेगी जिसमें कोई ऐसी सचना अन्तर्विष्ट नहीं है. जो इस              |
|  |    |   |     |                 |             | अधिनियम के अधीन पकट किए जाने से छट पाप्त है और जो ऐसे भाग से                   |
|  |    |   |     |                 |             | जिसमें छट पाज सचना अन्तवील है उचित ऊप से प्रथक की जा सकती है।                  |
|  |    | 2 |     |                 |             | जिसा पूर्व प्रांत सूचना असाव है, जवस स्व से दूबर की जा संवसा है।               |
|  |    | 2 |     |                 |             | जहां उपयारा (1) के अयोग आगलख के किसी गाँग तक पहुंच अनुदर्ता की जीता            |
|  |    |   |     |                 |             | ह, वहां यथा।स्थात कन्द्राय लोक सूचना आधकारा या राज्य सूचना आधकारा,             |
|  |    |   |     |                 |             | ानम्नालाखत सूचना दत हुए, आवदक का एक सूचना दगा।                                 |
|  |    |   | क   |                 |             | अनुरोध किए गए अभिलेख का केवल एक भाग ही, उस अभिलेख से उस सूचना                  |
|  |    |   |     |                 |             | को जो प्रकटन से छूट प्राप्त है पृथक करने के पष्चात् उपलब्ध कराया जा रहा        |
|  |    |   |     |                 |             | है।  |
|  |    |   | ख   |                 |             | विनिष्चय के कारण जिनके अंतर्गत तथ्य के किसी महत्वपूर्ण प्रष्न पर उस सामग्री    |
|  |    |   |     |                 |             | का निर्देष देते हुए आदेष पर वे विनिष्चय आधारित थे कोई निष्कर्ष भी है           |
|  |    |   | ग   |                 |             | विनिष्चय करने वाले व्यक्ति का नाम और पदनाम।                                    |
|  |    |   | ਬ   |                 |             | उसके द्वारा संगणित फीस के ब्यौरे और फीस की वह रकम जिसकी आवेदक से               |
|  |    |   |     |                 |             | निक्षेप की अपेक्षा है - और   |
|  |    |   | .स. |                 |             |  |
|  |    |   | 0   |                 |             | राष्ट्रवनी के आग के अप्रकृत की संतर्भ या जालका कराई गई गईन का जा               |
|  |    |   |     |                 |             | िराक जाववगर, प्रभारत करा का प्रमान के उपलब्ध कराइ गई पहुंच का लग               |
|  |    |   |     |                 |             | ार्णसंग अर्गगत यथास्थित, वारा १९ फा उपवारा (1) के अवाग विगिदरी उ               |
|  |    |   |     |                 |             | अधिकारी यो कन्द्राय लोक सूचना अधिकारी यो राज्य लोक सूचना अधिकारी का            |
|  |    |   |     |                 |             | ावाषाष्ट्रया, समय–सामा, प्राकृया आर काइ अन्य रूप भा ह।                         |
|  | 11 | 1 |     | केन्द्रीय सूचना | आयोग क      | । जहां, किसी यथास्थिति, केन्द्रीय लोक सूचना अधिकारी या राज्य लोक सूचना         |
|  |    |   |     | गढन ।           |             | अधिकारी का, इस अधिनियम के अधीन किए गए अनुरोध पर कोई ऐसी सूचना या               |
|  |    |   |     |                 |             | अभिलेख या उसके किसी भाग को प्रकट करने का आषय है, जो किसी पर                    |
|  |    |   |     |                 |             | व्यक्ति से संबंधित है या उसके द्वारा प्रदाय किया गया है और उस पर व्यक्ति       |
|  |    |   |     |                 |             | द्वारा उसे गोपनीय माना गया है, वहां यथास्थिति, केन्द्रीय लोक सचना अधिकारी      |
|  |    |   |     |                 |             | या राज्य लोक सचना अधिकारी अनरोध प्राप्त होने से पांच दिन के भीतर ऐसे पर        |
|  |    |   |     |                 |             | व्यक्ति को अनरोध की और इस तथ्य की लिखित रूप में सचना देगा कि                   |
|  |    |   |     |                 |             | गणास्थिति केन्दीय लोक सत्तना अधिकारी या राज्य लोक सत्तना अधिकारी की            |
|  |    |   |     |                 |             | उत्तन प्रजना मा अभिनेक मा उपके कियी भाग को एकन करने का भाषण है                 |
|  |    |   |     |                 |             | अपत राष्ट्रभा भा जागराख भा उत्तम विकास गांग की प्रकट के सा जावय है,            |
|  |    |   |     |                 |             | अार इस बाबत ाक सूचना प्रकट का जाना चाहिए या नहा, ालाखत में या माखिक            |
|  |    |   |     |                 |             | रूप स ानवदन करन क लिए पर व्यक्ति का आमात्रत करेगा तथा सूचना क                  |
|  |    |   |     |                 |             | प्रकटन का बाबत कोई विनिष्चय करते समय पर व्यक्ति के ऐसे निवेदन को ध्यान         |
|  |    |   |     |                 |             | में रखा जाएगा।   |

|   |                      |    |   |       |                |          | परन्तु विधि द्वारा संरक्षित व्यापार या वाणिज्यिक गुप्त बातों की दषा में के सिवाय, |
|---|----------------------|----|---|-------|----------------|----------|---|
|   |                      |    |   |       |                |          | यदि ऐसे प्रकटन में लोकहित, ऐसे पर व्यक्ति के हितों की किसी संभावित                |
|   |                      |    |   |       |                |          | अपहानि या क्षति से अधिक महत्वपूर्ण है तो प्रकटन अनुज्ञात किया जा सकेगा।           |
|   |                      |    | 2 |       |                |          | जहां उपधारा (1) के अधीन यथास्थिति, केन्द्रीय लोक सचना अधिकारी या राज्य            |
|   |                      |    |   |       |                |          | लोक सचना अधिकारी द्वारा पर व्यक्ति पर किसी सचना या अभिलेख या उसके                 |
|   |                      |    |   |       |                |          | किसी भाग की बाबत कोई सचना तामील की जाती है, वहां ऐसे पर व्यक्ति को,               |
|   |                      |    |   |       |                |          | ऐसी सचना की प्राप्ति की तारीख से दस दिन के भीतर, प्रस्तावित प्रकटन के             |
|   |                      |    |   |       |                |          | विरुद्ध अभ्यावेदन करने का अवसर दिया जाएगा।  |
|   |                      |    | 3 |       |                |          | धारा 7 में किसी बात को होते हुए भी. यथास्थिति, केन्द्रीय लोक सचना अधिकारी         |
|   |                      |    |   |       |                |          | या राज्य लोक सचना अधिकारी धारा 6 के अधीन प्राप्त होने के पृष्चात चालीस            |
|   |                      |    |   |       |                |          | दिन के भीतर, यदि पर व्यक्ति को उपधारा (2) के अधीन अभ्यावेदन करने का               |
|   |                      |    |   |       |                |          | अवसर दे दिया गया है. तो इस बारे में विनिष्चय करेगा कि उक्त सचना या                |
|   |                      |    |   |       |                |          | अभिलेख या उसके भाग को प्रकटन किया जाए या नहीं और अपने विनिष्चय की                 |
|   |                      |    |   |       |                |          | सचना लिखित में पर व्यक्ति को देगा।  |
| - |                      |    | 4 |       |                |          | उपधारा (3) के अधीन दी गई सचना में यह कथन भी सम्मिलित होगा कि वह पर                |
|   |                      |    |   |       |                |          | व्यक्ति, जिसे सूचना दी गई है, धारा 19 के अधीन उक्त विनिष्चय के विरूद्ध            |
|   |                      |    |   |       |                |          | अपील करने का हकदार है।  |
| 3 | केन्द्रीय सूचना आयोग | 12 | 1 |       | केन्द्रीय सूचन | । आयोग व | ग केन्द्रीय सरकार, राजपत्र मे अधिसूचना द्वारा, केन्द्रीय सूचना आयोग के नाम से     |
|   |                      |    |   |       | गठन।           |          | ज्ञात, इस अधिनियम के अधीन उसको प्रदत्त शक्तियों का प्रयोग और उसे                  |
|   |                      |    |   |       |                |          | समनुदेषिक कृत्यों का पालन करने के लिए एक निकाय का गठन करेगी।                      |
| - |                      |    | 2 |       |                |          | केन्द्रीय सूचना आयोग में निम्नलिखित से मिलकर बनेगा –                              |
|   |                      |    |   | क     |                |          | मुख्य सूचना आयुक्त ; और   |
|   |                      |    |   | ख     |                |          | दस से अनधिक उतने केन्द्रीय सूचना उपायुक्त, जितने आवष्यक समझे जाएं।                |
|   |                      |    | 3 |       |                |          | मुख्य सूचना आयुक्त और सूचना उपायुक्त की नियुक्ति, राष्ट्रपति द्वारा               |
|   |                      |    |   |       |                |          | निम्नलिखित में मिलकर बनी समिति की सिफारिष पर की जाएगी-                            |
|   |                      |    |   | (i)   |                |          | प्रधानमंत्री, जो समिति का अध्यक्ष होगा।   |
|   |                      |    |   | (ii)  |                |          | लोकसभा में विपक्ष का नेता और  |
|   |                      |    |   | (iii) |                |          | प्रधानमंत्री द्वारा नामनिर्दिष्ट संघ मंत्रिमंडल का एक मंत्री।                     |
|   |                      |    |   | Ì, Ì  |                |          | स्पष्टीकरण – लोकसभा मे विपक्ष का नेता और शंकाओं के निवारण के लिए यह               |
|   |                      |    |   |       |                |          | घोषित किया जाता है कि जहां लोक सभा में विपक्ष के नेता को उस रूप में               |
|   |                      |    |   |       |                |          | मान्यता नहीं दी गई है, वहां लोक सभा में सरकार के विपक्षी सबसे बड़े एकल            |
|   |                      |    |   |       |                |          | समूह के नेता को विपक्ष का नेता समझा जाएगा।  |
|   |                      |    | 4 |       |                |          | केन्द्रीय सूचना आयोग के कार्यो का साधारण अधीक्षण, निदेषन और प्रबन्धन,             |
|   |                      |    |   |       |                |          | केन्द्रीय मुख्य सूचना आयुक्त में निहित होगा, जिसकी सहायता सूचना आयुक्तों          |
|   |                      |    |   |       |                |          | द्वारा की जाएगी और वह ऐसी सभी शक्तियों का प्रयोग और ऐसे सभी कार्य और              |
|   |                      |    |   |       |                |          | बातें कर सकेगा, जो इस अधिनियम के अधीन किसी अन्य प्राधिकारी के निर्देषें के        |
|   |                      |    |   |       |                |          | अधीन रहे बिना केन्द्रीय सूचना आयोग द्वारा स्वतंत्र रूप से की जा सकती है।          |
|   |                      |    |   |       |                |          |   |
|   |                      |    |   |       |                |          |   |

|   |    | 5 |   |                       | मुख्य सूचना आयुक्त और सूचना आयुक्त विधि, विज्ञान और प्रौद्योगिकी, समाज          |
|---|----|---|---|-----------------------|---|
|   |    |   |   |                       | सेवा, प्रबन्धन, पत्रकारिता, जन माध्यम या प्रषासन तथा शासन का व्यापक ज्ञान       |
|   |    |   |   |                       | और अनुभव रखने वाले जनजीवन में प्रख्यात व्यक्ति होंगे।                           |
|   |    | 6 |   |                       | मुख्य सुचना आयुक्त और सुचना आयुक्त, यथास्थिति संसद का सदस्य या किसी             |
|   |    |   |   |                       | राज्य या संघराज्य क्षेत्र के विधानमंडल का सदस्य नहीं होगा या कोई अन्य लाभ       |
|   |    |   |   |                       | वाला पद धारित नहीं करेगा या किसी राजनैतिक दल से संबद्ध नहीं होगा अथवा           |
|   |    |   |   |                       | कोई कारोबार नही करेगा या कोई वृत्ति नही करेगा।                                  |
| - |    | 7 |   |                       | केन्द्रीय सूचना आयोग का मुख्यालय, दिल्ली में होगा और आयोग, केन्द्रीय सरकार      |
|   |    |   |   |                       | के पर्व अनमोदन से भारत में अन्य स्थानों पर अपने कार्यालय स्थापित कर             |
|   |    |   |   |                       | सकगा।   |
| - | 13 | 1 |   | पदावधि और सेवा शर्ते। | सूचना आयुक्त, उस तारीख से, जिसको यह अपना पद ग्रहण करता है पांच वर्ष             |
|   |    |   |   |                       | की अवधि के लिए अपना पद धारण करेगा और पुनर्नियुक्ति के लिए पात्र नही             |
|   |    |   |   |                       | होगा  |
|   |    |   |   |                       | परन्तु यह और कि कोई सूचना मुख्य आयुक्त पैसठ वर्ष की आयू प्राप्त करने के         |
|   |    |   |   |                       | पष्चात् उस रूप मे पद धारण नहीं करेगा।   |
|   |    | 2 |   |                       | प्रत्येक सूचना आयुक्त, उस तारीख से, जिसको वह अपना पद ग्रहण करता है,             |
|   |    |   |   |                       | पांच वर्ष की अवधि के लिए या पैसठ वर्ष की आय प्राप्त करने तक, इनमें से जो        |
|   |    |   |   |                       | भी पूर्वतर हो, पद धारित करेगा और ऐसे सुचना आयुक्त के रूप में पूनर्नियुक्ति के   |
|   |    |   |   |                       | लिए पात्र नही होगा :  |
|   |    |   |   |                       | परन्तु प्रत्येक सूचना आयुक्त, इस उपधारा के अधीन अपना पद रिक्त करने पर,          |
|   |    |   |   |                       | धाराँ 12 की उपधारा (2) में विनिर्दिष्ट रीति में मुख्य सचना आयक्त के रूप में     |
|   |    |   |   |                       | नियक्त के लिए पात्र होगा।   |
|   |    |   |   |                       | परन्तु और कि जहां सचना आयुक्त के रूप में नियुक्त किया जाता है वहां उसकी         |
|   |    |   |   |                       | पदावधि सूचना आयुक्त और मुख्य सूचना आयुक्त के रूप में कुल मिलाकर पांच            |
|   |    |   |   |                       | वर्ष से अधिक नहीं होगी।   |
|   |    | 3 | ł |                       | मुख्य सूचना आयुक्त या कोई सूचना आयुक्त, अपना पद ग्रहण करने से पूर्व             |
|   |    |   |   |                       | राष्ट्रपति या उनके द्वारा इस निर्मित प्राधिकृत किसी अन्य व्यक्ति के समक्ष, पहली |
|   |    |   |   |                       | अनुसूची में इस प्रयोजन के लिए उपवर्णित प्रारूप के अनुसार एक शपथ या              |
|   |    |   |   |                       | प्रतिज्ञान लेगा और उस पर हस्ताक्षर करेगा।                                       |
|   |    | 4 |   |                       | मुख्य सूचना आयुक्त या कोई सूचना आयुक्त, किसी भी समय, राष्ट्रपति को              |
|   |    |   |   |                       | संबोधित अपने हस्ताक्षर सहित लेख द्वारा अपना पद त्याग सकेगा।                     |
|   |    |   |   |                       | परन्तु मुख्य सूचना आयुक्त या कोई सूचना आयुक्त को धारा 14 में विनिर्दिष्ट रीति   |
|   |    |   |   |                       | से हटाया जा सकेगा।  |
|   |    | 5 | क |                       | मुख्य सूचना आयुक्त को संदेय वेतन और भते तथा उनकी सेवा के अन्य निबंधन            |
|   |    |   |   |                       | और शर्ते वे होंगी जो मुख्य निर्वाचन आयुक्त की है।                               |
|   |    |   | ख |                       | सूचना आयुक्त को संदेय वेतन और भते तथा उनकी सेवा के अन्य निबंधन और               |
|   |    |   |   |                       | शर्ते वे होगी जो मुख्य निर्वाचन आयुक्त की है। परन्तु यदि मुख्य सूचना आयुक्त     |
|   |    |   |   |                       | और सूचना आयुक्त, अपनी नियुक्ति के समय, भारत सरकार के अधीन या किसी               |
|   |    |   |   |                       | राज्य सरकार के अधीन किसी पूर्व सेवा के संबंध में कोई पेंषन (अक्षमता या क्षति    |

|  |    |   |   |                         | पिंषन से भिन्न) पाप्त कर रहा है तो मरवा सचना आयक्त और सचना आयक्त के   |
|--|----|---|---|-------------------------|---|
|  |    |   |   |                         | कप में सेता के संबंध में उसके तेतन में से उस प्रेंषन को छोड़कर सेतानितन्त   |
|  |    |   |   |                         | फायदों के अन्य ऊपों के समतल्य पेषन भी है रकम को कम कर दिया जाएगा  |
|  |    |   |   |                         | परन्त यह और कि यदि मख्य संचना आयक्त और सचना आयक्त अपनी नियक्ति  |
|  |    |   |   |                         | के समग किसी केन्टींग अधिनिगम गा जल्म अधिनिगम टाज गा उसके अधीन   |
|  |    |   |   |                         | थ रागय, पिता फेद्राव आवागवन या राज्य आवागवन द्वारा या उत्तक ज्यापिताधीन मा  |
|  |    |   |   |                         | स्थि। पर ति के साम के संगत के स |
|  |    |   |   |                         | ानियत्राणाधान किसा सरकारा कपना ने का गई किसा पूर्व सेवा के संबंध ने<br>जेवानिवत फागरे गांव कर गटा है गांचन आगस्त मा गंचना उपागस्त के फा में   |
|  |    |   |   |                         | संयागपृरा फायद प्रादा कर रहा ह सूयना आयुपरा या सूयना उपायुपरा के रूप न  |
|  |    |   |   |                         | सिंवा का बाबत उसके वतने में से, संवानिवृत्ति फायदा के समतुल्य पंषने का रकम  |
|  |    |   |   |                         | कि कर दा जाएगा।<br>प्रान्त पत भी कि प्रान्त राजना आपसन और राजना आपसन के तेनन अन्त्रों और  |
|  |    |   |   |                         | े परन्तु यह मा कि मुख्य सूचना आयुक्त आर सूचना आयुक्त के वतन, मत्ता आर   |
|  |    |   |   |                         | सिंग का अन्य शता में जिसका नियुक्त के पण्यात् उसका अलामकर रूप में ।   |
|  |    |   |   |                         | । परिवर्तन नहां ।कथां आएगा ।<br>।   |
|  |    | 6 |   |                         | कन्द्रीय सरकार मुख्य सूचना आयुक्त आर सूचना आयुक्त का इस आधानयम क  |
|  |    |   |   |                         | अधान उसक कृत्या क अनुपालन क लिए उतन आधकारा आर कमचारा उपलब्ध   |
|  |    |   |   |                         | कराएगा, जितन आवष्यक हा आर इस आधानयम क प्रयोजन क लिए नियुक्त   |
|  |    |   |   |                         | ाकए गए आधकारिया आर कमचारिया का सदय वतन आर भत तथा उनका सवा   |
|  |    |   |   |                         | क अन्य निबंधन आर शत ऐसा होगा, जा विहित का जाए।  |
|  | 14 | 1 |   | सूचना आयुक्त या सूचना   | उपधारा (३) के उपबंधों के अधीन रहते हुए मुख्य सूचना आयुक्त और सूचना  |
|  |    |   |   | उपायुक्त का हटाया जाना। | आयुक्त को राष्ट्रपति के आदेष द्वारा साबित कदाचार या असमर्थता के आधार पर   |
|  |    |   |   |                         | उसके पर से तभी हटायां जाएगा, जब उच्चतम न्यायालय ने, राष्ट्रपति द्वारा उसे   |
|  |    |   |   |                         | किए गए निदेष पर जांच के पष्चात् यह रिपोट दी हो कि, यथास्थिति, मुख्य   |
|  |    |   |   |                         | सूचना आयुक्त और सूचना आयुक्त को उस आधार पर हटा दिया जाना चाहिए।   |
|  |    | 2 |   |                         | राष्ट्रपति, उस् मुख्य सूचना आयुक्त और सूचना उपायुक्त को, जिसके विरूद्ध  |
|  |    |   |   |                         | उपधारा (1) के अधीन उच्चतम न्यायालय को निदेष किया गया है, ऐसे निदेष पर   |
|  |    |   |   |                         | उच्चतम न्यायालय की रिपोर्ट प्राप्त होने पर राष्ट्रपति द्वारा आदेष पारित किए जाने  |
|  |    |   |   |                         | तक पद से निलंबित कर सकेगा और यदि आवष्यक समझे तो, जांच के दौरान  |
|  |    |   |   |                         | कार्यालय में उपस्थित होने से भी प्रतिबद्ध कर सकेगा।   |
|  |    | 3 |   |                         | उपधारा (1) में अंतर्विष्ट किसी बात के होते हुए भी राष्ट्रपति किसी मुख्य सूचना   |
|  |    |   |   |                         | आयुक्त और सूचना आयुक्त को पद से हटाने का आदेष कर सकेगा, यदि   |
|  |    |   |   |                         | यथास्थिति, मुख्य सूचना आयुक्त या सूचना आयुक्त–  |
|  |    |   | क |                         | दिवालिया न्यायनिर्णीत है या   |
|  |    |   | ख |                         | वह ऐसे अपराध के लिए दोषसिद्ध ठहराया है, जिसमें राष्ट्रपति की राय में, नैतिक   |
|  |    |   |   |                         | अघमता अन्तर्वलित है; या   |
|  |    |   | ग |                         | अपनी पदावधि के दौरान, अपने पद के कर्तव्यों से परे किसी वैतनिक नियोजन में  |
|  |    |   |   |                         | लगा हआ है ; या  |
|  |    |   | घ |                         | राष्ट्रपति की राय में, मानसिक या शारीरिक अक्षमता के कारण वह पद पर बने   |
|  |    |   |   |                         | रहने के अयोग्य है ;   |
|  |    |   |   |                         |   |

|   |                  |    |   | ङ     |                  |      | उसने ऐसे वित्तीय और अन्य हित अर्जित किए है. जिनसे किसी सचना आयक्त  |
|---|------------------|----|---|-------|------------------|------|--|
|   |                  |    |   |       |                  |      | या सूचना उपाय्क्त के रूप में उस पर प्रतिकूल प्रभाव पडने की संभावना है।   |
|   |                  |    | 4 |       |                  |      | यदि मुख्य सूचना आयुक्त और सूचना आयुक्त, किसी रूप में भारत सरकार द्वारा   |
|   |                  |    |   |       |                  |      | या उसकी और से की गई किसी संविदा या करार से संबद्ध या उसमें हितबद्ध   |
|   |                  |    |   |       |                  |      | रहा है या किसी निगमित कंपनी के सदस्य से अन्यथा किसी रूप में और उसके  |
|   |                  |    |   |       |                  |      | अन्य सदस्यों के साथ संयुक्त रूप में उसके लाभ में या उससे प्रोदभूत होने वाले  |
|   |                  |    |   |       |                  |      | किसी फायदे या परिलब्धियों में हिस्सा लेता है तो वह उपधारा (1) के प्रयोजनों के  |
|   |                  |    |   |       |                  |      | लिए, कदाचार का दोषी समझा जाएगा।  |
| 4 | राज्य सूचना आयोग | 15 | 1 |       | राज्य सूचना आयोग | ा का | प्रत्येक राज्य सरकार राजपत्र में अधिसूचना द्वरा – (राज्य का नाम) सूचना आयोग  |
|   |                  |    |   |       | गठन।             |      | के नाम से ज्ञात एक निकाय का, इस अधिनियम के अधीन उसे प्रदत्त शक्तियों   |
|   |                  |    |   |       |                  |      | का प्रयोग और उसे सौंपे गए कृत्यों का पालन करने के लिए गठन करेगी।   |
|   |                  |    | 2 |       |                  |      | राज्य सूचना आयोग निम्नलिखित से मिलकर बनेगा।  |
|   |                  |    |   | क     |                  |      | राज्य मुख्य सूचना आयुक्त और  |
|   |                  |    |   | ख     |                  |      | दस से अनधिक उतने राज्य सूचना आयुक्त, जितने आवष्यक समझे जाएं।   |
|   |                  |    | 3 |       |                  |      | राज्य सूचना आयुक्त और राज्य सूचना आयुक्तों की नियुक्ति राज्यपाल द्वारा   |
|   |                  |    |   |       |                  |      | निम्नलिखित से मिलकर बनी समिति की सिफारिष पर की जाएगी।  |
|   |                  |    |   | (i)   |                  |      | मुख्यमंत्री, जो समिति का अध्यक्ष होगा।   |
|   |                  |    |   | (ii)  |                  |      | विधानसभा में विपक्ष का नेता और   |
|   |                  |    |   | (iii) |                  |      | मुख्यमंत्री द्वारा नामनिदिष्ट मंत्रिमंडल मंत्री।   |
|   |                  |    |   | ()    |                  |      | र्<br>स्पष्टीकरण – शंकाओं के निवारण के लिए यह घोषित किया जाता है कि जहां   |
|   |                  |    |   |       |                  |      | विधानसभा में विपक्षी दल के नेता को उस रूप में मान्यता नहीं दी गई है, वहां  |
|   |                  |    |   |       |                  |      | विधानसभा में सरकार के विपक्षी सबसे बड़े एकल समूह के नेता को विपक्ष का  |
|   |                  |    |   |       |                  |      | नेता समझा जाएगा।   |
|   |                  |    | 4 |       |                  |      | राज्य सूचना आयोग के कार्यों का साधारण अधीक्षण, निदेशक और प्रबन्ध, राज्य  |
|   |                  |    |   |       |                  |      | मुख्य सूचना आयुक्त में निहित होगा, जिसकी सहायता सूचना आयुक्तों द्वारा  |
|   |                  |    |   |       |                  |      | सहायता की जाएगी और वह ऐसी सभी शक्तियों का प्रयोग और ऐसे सभी कार्य  |
|   |                  |    |   |       |                  |      | और बातें कर सकेगा, जो इस राज्य सूचना आयोग द्वारा इस अधिनियम के अधीन  |
|   |                  |    |   |       |                  |      | कीसी अन्य प्राधिकारी के निर्देशों के अध्यधीन रहे बिना स्वतंत्र रूप से प्रयोग की  |
|   |                  |    |   |       |                  |      | जाए या की जा सकती हों।   |
|   |                  |    | 5 |       |                  |      | राज्य मुख्य सूचना आयुक्त और राज्य सूचना आयुक्त विधि, विज्ञान और  |
|   |                  |    |   |       |                  |      | प्रौद्योगिकी, समाज सेवा, प्रबन्धन, पत्रकारिता, जन माध्यम या प्रशासन तथा शासन   |
|   |                  |    |   |       |                  |      | का व्यापक ज्ञान और अनुभव रखन वाले जनजीवन में प्रख्यात व्यक्ति होंगे।   |
|   |                  |    | 6 |       |                  |      | राज्य मुख्य सूचना आयुक्त, यथास्थिति संसद का सदस्य या किसी राज्य या   |
|   |                  |    |   |       |                  |      | संधराज्य क्षत्र क विधानमंडल का सदस्य नहां होगा या काइ अन्य लाभ वाली पद   |
|   |                  |    |   |       |                  |      | धारित नहा करगा या किसा राजनातक दल स सबद्ध नहा हागा अथवा कोई<br>सन्द्रेजन की नरेज कर नरें नरेज नहीं नरेज र                                  |
|   |                  |    |   |       |                  |      |  |
|   |                  |    | ( |       |                  |      | राज्य सूचना आयाग का मुख्यालय, राज्य म एस स्थान पर होगा, जी राज्य<br>जननम नजनम के व्यक्तिमनम जन्म निर्वित्त नर्ने क्षेत्र नजन जनन क्लेज नजन |
|   |                  |    |   |       |                  |      | सरकार राजपत्र म आधसूचना द्वारा विानादष्ट कर आर राज्य सूचना आयाग, राज्य   |
|   |                  | 1  |   |       |                  |      | । सरकार क पूव अनुमादन सं, भारत म अन्य स्थाना पर अपने कार्यालय स्थापित  |

|  |    |   |   |                          | कर संकेगा।  |
|--|----|---|---|--------------------------|---|
|  | 16 | 1 |   | पदावधि और सेवा की शर्ते। | राज्य मुख्य आयुक्त, उस तारीख से, जिसकों यह अपना पद ग्रहण करता है पांच<br>वर्ष की अवधि के लिए अपना पद धारण करेगा और पुनर्नियुक्ति के लिए पात्र नही<br>होगा ;<br>परन्तु कोई राज्य मुख्य सूचना आयुक्त पैंसठ वर्ष की आयु प्राप्त करने के पश्चात   |
|  |    |   |   |                          | उस रूप में पद धारण नहीं करेगा।  |
|  |    | 2 |   |                          | प्रत्येक राज्य सूचना आयुक्त, उस तारीख से, जिसको वह अपना पद ग्रहण करता<br>है, पांच वर्ष की अवधि के लिए या पैसठ वर्ष की आयु प्राप्त करने तक, इनमें से<br>जो भी पूर्वतर हो, पद धारित करेगा ;<br>परन्तु प्रत्येक राज्य सूचना आयुक्त, इस उपधारा के अधीन अपना पद रिक्त करने<br>पर, धारा 15 की उपधारा (3) में विनिर्दिष्ट रीति में मुख्य सूचना आयुक्त के रूप में<br>नियुक्त के लिए पात्र होगा।   |
|  |    |   |   |                          | परन्तु यह आर कि जहां राज्य सूचना आयुक्त को राज्य सूचना आयुक्त क रूप म<br>नियुक्त किया जाता है वहां उसकी पदावधि राज्य सूचना आयुक्त और राज्य मुख्य<br>सूचना आयुक्त के रूप में कुल मिलाकर पांच वर्ष से अधिक नहीं होग।  |
|  |    | 3 |   |                          | राज्य मुख्य सूचना आयुक्त या कोई राज्य सूचना आयुक्त, अपना पद ग्रहण करने<br>से पूर्व राज्यपाल या उनके द्वारा इस निमित उसके द्वारा नियुक्त किसी अन्य<br>व्यक्ति के समक्ष, पहली अनुसूची में इस प्रयोजन के लिए उपवर्णित प्रारूप के<br>अनुसार एक शपथ या प्रतिज्ञान लेगा और उस पर हस्ताक्षर करेगा।   |
|  |    | 4 |   |                          | राज्य सूचना आयुक्त या कोई सूचना आयुक्त, किसी भी समय, राज्यपाल को<br>संबोधित अपने हस्ताक्षर सहित लेख द्वारा अपना पद त्याग सकेगा ;<br>परन्तु राज्य मुख्य सूचना आयुक्त या किसी राज्य सूचना आयुक्त को धारा 17 में<br>विनिर्दिष्ट रीति से हटाया जा सकेगा।  |
|  |    | 5 | क |                          | राज्य मुख्य सूचना आयुक्त को संदेय वेतन और भक्ते तथा उनकी सेवा के अन्य<br>निबंधन और शतें वे होगी जो भारत के निर्वाचन आयुक्त की है।   |
|  |    |   | ख |                          | राज्य सूचना आयुक्त को संदेय वेतन और भत्ते तथा उनकी सेवा के अन्य निबंधन<br>और शर्त वे होगी जो राज्य के मुख्य सचिव की है ;<br>परन्तु यदि राज्य मुख्य सूचना आयुक्त या कोई राज्य सूचना आयुक्त, अपनी<br>नियुक्ति के समय, भारत सरकार के अधीन या किसी राज्य सरकार के अधीन<br>किसी पूर्व सेवा के संबंध में कोई पेंषन (अक्षमता या क्षति पेंषन से भिन्न) प्राप्त कर<br>रहा है तो राज्य मुख्य सूचना आयुक्त या राज्य सूचना आयुक्त के रूप में सेवा के<br>संबंध में उसके वेतन में से, उस पेंषन की,, जिसके अन्तर्गत पेषन का ऐसा कोई<br>भाग भी है, जिसे सारांषिकृत किया गया था रकम को, सेवानिवृति उपदान के<br>समतुल्य पेंषन को छोड़कर अन्य प्रकार के सेवानिवृत्ति फायदों के समतुल्य पेंषन<br>भी है, रकम को कम कर दिया जाएगा ;<br>परन्तु यह और कि जहां मुख्य सूचना आयुक्त और सूचना आयुक्त, अपनी नियुक्ति<br>के समय, किसी केन्द्रीय अधिनियम या राज्य अधिनियम द्वारा या उसके अधीन<br>स्थापित किसी निगम या केन्द्रीय सरकार या राज्य सरकार के स्वामित्वाधीन या<br>नियंत्राधीन किसी सरकारी कंपनी में की गई किसी पूर्व सेवा के संबंध में |

|          |    |   |    |                          | सेवानिवृत्ति फायदे प्राप्त कर रहा है वहां राज्य मुख्य सूचना आयुक्त या सूचना    |
|----------|----|---|----|--------------------------|--|
|          |    |   |    |                          | उपायुक्त के रूप में सेवा की संबंध में उसके वेतन में से, सेवानिवृत्ति फायदों के |
|          |    |   |    |                          | समतुल्य पेंषन की रकम कम कर दी जाएगी।   |
|          |    |   |    |                          | परन्तुं यह भी कि राज्य मुख्य सूचना आयुक्त और राज्य सूचना आयुक्त के वेतन,       |
|          |    |   |    |                          | भत्तों और सेवा की अन्य शर्तों में उनकी नियुक्ति के पष्चात् उनके लिए            |
|          |    |   |    |                          | अलाभकारी रूप में परिवर्तन नहीं किया जाएगा।                                     |
|          |    | 6 |    |                          | राज्य सरकार राज्य मुख्य सूचना आयुक्त और सूचना आयुक्त की इस अधिनियम             |
|          |    |   |    |                          | के अधीन उसके कृत्यों के दंखपालन के लिए उतने अधिकारी और कर्मचारियों को          |
|          |    |   |    |                          | संदेय वेतनन और भत्ते तथा उनकी सेवा के अन्य निबंधन और शर्ते ऐसी होंगी,          |
|          |    |   |    |                          | जो विहित की जाएं।  |
|          | 17 | 1 |    | राज्य मुख्य सूचना आयुक्त | उपधारा (3) के उपबंधों के अधीन रहते हुए राज्य मुख्य सूचना आयुक्त और राज्य       |
|          |    |   |    | और राज्य सचना आयक्त का   | सचना आयक्त को राज्यपाल के आदेष द्वारा साबित कदाचार या असमर्थता के              |
|          |    |   |    | हटाया जाना।              | आधार पर उसके पद से तभी हटाया जाएगा, जब उच्चतम न्यायालय ने, राज्यपाल            |
|          |    |   |    |                          | दारा उसे किए गए निर्देष पर जांच के पष्चात यह रिर्पोट दी हो कि यथास्थिति        |
|          |    |   |    |                          | राज्य मुख्य सुचना आयुक्त या राज्य सुचना आयुक्त को उस आधार पर हटा दिया          |
|          |    |   |    |                          | जाना चाहिए।  |
|          |    | 2 |    |                          | राष्ट्रपति. उस मख्य सचना आयक्त या राज्य सचना आयक्त को. जिसके विरूद             |
|          |    |   |    |                          | उपधारा (1) के अधीन उच्चतम न्यायालय को निर्देष किया गया है. ऐसे निर्देष पर      |
|          |    |   |    |                          | उच्चतम न्यायालय की रिपोर्ट प्राप्त होने पर राज्यपाल द्वारा आदेष पारित किए      |
|          |    |   |    |                          | जाने तक पद से निलंबित कर सकेगा और यदि आवष्यक समझे तो. ऐसी जांच के              |
|          |    |   |    |                          | दौरान कार्यालय में उपस्थित होने से भी प्रतिषिद्ध कर सकेगा।                     |
|          |    | 3 |    |                          | उपधारा (1) में अंतर्विष्ट किसी बात के होते हुए भी राज्यपाल, राज्य मख्य सचना    |
|          |    |   |    |                          | आयुक्त या किसी राज्य सचना आयुक्त को आदेष द्वारा पद से हटा सकेगा, यदि           |
|          |    |   |    |                          | यथास्थिति, राज्य मख्य संचना आयक्त या राज्य संचना आयक्त –                       |
|          |    |   | क  |                          | दिवालिया न्यायनिर्णीत कर दिया जाता है  |
|          |    |   | ख  |                          | ऐसे किसी अपराध के लिए दोषसिद्ध टहराया है. जिसमें राज्यपाल की राय में           |
|          |    |   |    |                          | नैतिक अन्तर्वलित है। या  |
|          |    |   | ग  |                          | वह अपनी पदावधि के दौरान अपने पद के कर्तव्यों से परे किसी वैतनिक नियोजन         |
|          |    |   |    |                          | में लगा हआ है। या  |
|          |    |   | ঘ  |                          | राज्यपाल की राय में मानसिक या शारीरिक अक्षमता के कारण वह पट पर बने             |
|          |    |   | -1 |                          | रहने के अयोग्य है। या  |
| <u> </u> |    |   | रु |                          | ुरसने ऐसे वित्तीय और अन्य हित अर्जित किए है जिनसे राज्य मख्य सचना              |
|          |    |   | Ĭ  |                          | आयक्त या राज्य सचना आयक्त के रूप में उसके कत्यों पर प्रतिकल प्रभाव पड़ने       |
|          |    |   |    |                          | की संभावना है।   |
|          |    | Δ |    |                          | यदि राज्य मरव्य सचना आयक्त या राज्य सचना आयक्त किसी ऊप में भारत                |
|          |    | - |    |                          | सरकार दारा या जसकी ओर से की गई किसी संविदा या करार से संबद गा                  |
|          |    |   |    |                          | हितबद्ध है किसी निगमित कंपनी के सदस्य से अन्यथा किसी रूप में और उसके           |
|          |    |   |    |                          | अन्य सदस्यों के साथ संयक्त रूप में उसके लाभ में उससे पोटभन होने ताले           |
|          |    |   |    |                          | किसी फायटे या परिलक्षियों में हिस्सा लेता है तो उसे उपधान (1) के प्रयोजनों     |
| 1        |    | 1 | 1  |                          | אין איז                                    |

|   |                     |    |   |     |                           | के लिए, कदाचार का दोषी समझा। जाएगा।  |
|---|---------------------|----|---|-----|---------------------------|--|
| 5 | सूचना आयोग की       | 18 | 1 |     | आयोग की शक्तियां और कृत्य | इस अधिनियम के उपबंधों के अधीन रहतें हुए, यथास्थिति, केन्द्रीय सूचना आयोग         |
|   | शंक्तियां और कृत्य, |    |   |     |                           | या राज्य सूचना आयोग का यह कर्तव्य होगा कि वह निम्नलिखित किसी ऐसे                 |
|   | अपील तथा शास्ति     |    |   |     |                           | व्यक्ति से षिकायत प्राप्त करे और उसकी जांच करे –                                 |
|   |                     |    |   | क   |                           | जो यथास्थिति केन्द्रीय लोक सूचना अधिकारी या राज्या सूचना अधिकारी को, इस          |
|   |                     |    |   |     |                           | कारण से अनुरोध प्रस्तुत करने में असमर्थ रहा है कि इस अधिनियम के अधीन             |
|   |                     |    |   |     |                           | ऐस अधिकारी की नियुक्ति नहीं की गई है या यथास्थिति केन्द्रीय सहायक लोक            |
|   |                     |    |   |     |                           | सूचना अधिकारी या राज्य सहायक लोक सूचना अधिकारी ने इस अधिनियम के                  |
|   |                     |    |   |     |                           | अधीन सूचना या अपील के लिए धारा 19 की उपधारा (1) में विनिर्दिष्ट केन्द्रीय        |
|   |                     |    |   |     |                           | लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी अर्थवा ज्येष्ठ अधिकारी या           |
|   |                     |    |   |     |                           | यथास्थिति केन्द्रीय सूचना आयोग या राज्या सूचना आयोग उसके आवेदन को                |
|   |                     |    |   |     |                           | भेजने के लिए :   |
|   |                     |    |   | ख   |                           | जिसे इस अधिनियम के अधीन अनुरोध की गई कोई जानकारी तक पहुंच के लिए                 |
|   |                     |    |   |     |                           | इंकार कर दिया गया है ;   |
|   |                     |    |   | ग   |                           | जिसे इस अधिनियम के अधीन विनिर्दिष्ट समय–सीमा के भीतर सूचना के लिए या             |
|   |                     |    |   |     |                           | सूचना तक पहुंच के लिए अनुरोध का उत्तर नही दिया गया है ;                          |
|   |                     |    |   | घ   |                           | जिससे ऐसी फीस की रकम का संदाय करने की अपेक्षा की गई है, जो वह                    |
|   |                     |    |   |     |                           | अनुचित समझता है ;  |
|   |                     |    |   | ਤਾਂ |                           | जो यह विष्वास करता है कि उसे इस अधिनियम के अधीन अपूर्ण, भ्रम में डालने           |
|   |                     |    |   |     |                           | वाली या मिथ्या सूचना दी गई है ; और   |
|   |                     |    |   | च   |                           | इस अधिनियम के अधीन अभिलेखों के लिए अनुरोध करने या उन तक पहुंच प्राप्त            |
|   |                     |    |   |     |                           | करने से संबन्धित किसी अन्य विषय के संबध में।                                     |
|   |                     |    | 2 |     |                           | जहां यथास्थिति, केन्द्रीय सूचना आयोग या राज्य सूचना आयेग का यह समाधान            |
|   |                     |    |   |     |                           | हो जाता है कि उस विषय में जांच करने के लिए युक्तियुक्त आधार है, वहां वह          |
|   |                     |    |   |     |                           | उसके संबंध में जांच आरंभ कर सकेगा।   |
|   |                     |    | 3 |     |                           | आयोग को, इस धारा के अधीन किसी मामले में जांच करते समय वही शक्तिया                |
|   |                     |    |   |     |                           | प्राप्त होंगी, जो निम्नलिखित मामलों के संबंध में सिविल प्रक्रिया संहिता, 1908 के |
|   |                     |    |   |     |                           | अधीन किसी वाद का विचारण करते समय सिविल न्यायालय में निहित होती है,               |
|   |                     |    |   |     |                           | अर्थात,  |
|   |                     |    |   | क   |                           | किन्ही व्यक्तियों को समन करना और उन्हें उपस्थित कराना तथा शपथ पर                 |
|   |                     |    |   |     |                           | मौखिक या लिखित साक्ष्य देने के लिए और दस्तावेज या चींजें पेष करने के लिए         |
|   |                     |    |   |     |                           | उनको विवष करना ;   |
|   |                     |    |   | ख   |                           | दस्तावेजों के प्रकटीकरण और निरीक्षण की अपेक्षा करना ;                            |
|   |                     |    |   | ग   |                           | शापथपत्र पर साक्षय का अधिग्रहण करना;   |
|   |                     |    |   | घ   |                           | किसी न्यायालय या कार्यालय से किसी लोक अभिलेख या उसकी प्रतियां मंगना ;            |
|   |                     |    |   | ङ   |                           | साक्षियों या दस्तावेजों की परीक्षा के लिए समन जारी करना; और                      |
|   |                     |    |   | च   |                           | कोई अन्य विषय, जो विहित किया जाए।  |
|   |                     |    | 4 |     |                           | यथास्थिति संसद में या राज्य–विधानमंडल के किसी अन्य अधिनियम में अंतर्विष्ट        |
|   |                     |    |   |     |                           | किसी असंगत बात के होते हुए भी, यथास्थिति, केन्द्रीय सूचना आयोग या राज्य          |

|  |    |   |      | सूचना आयोग इस अधिनियम के अधीन किसी षिकायत की जांच करने के दौरान,           |
|--|----|---|------|--|
|  |    |   |      | ऐसे किसी अभिलेख की परीक्षा कर सकेगा, जिसे यह अधिनियम लागू होता है          |
|  |    |   |      | और जो लोक प्राधिकारी के नियंत्रण में है और उसके द्वारा ऐसे किसी अभिलेख     |
|  |    |   |      | को किन्ही भी आधारों पर रोका नही जाएगा।                                     |
|  | 19 | 1 | अपील | ऐसा कोई व्यक्ति, जिसे धारा 7 की उपधारा (1) या उपधारा (3) के खंड (क) में    |
|  |    |   |      | विनिर्दिष्ट समय के भीतर कोई निष्चय प्राप्त नही हुआ है या जो यथास्थिति      |
|  |    |   |      | केन्द्रीय लोक सचना अधिकारी या राज्य लोक सचना अधिकारी के किसी विनिष्चय      |
|  |    |   |      | से व्यथित है, उस अवधि की समाप्ति से या ऐसे किसी विनिष्चय की प्राप्त से तीस |
|  |    |   |      | दिन के भीतर ऐसे अधिकारी को अपील कर सकेगा, जो प्रत्येक लोक प्राधिकरण में    |
|  |    |   |      | लोक सचना अधिकारी की पंक्ति से ज्येष्ठ पंक्ति का है:                        |
|  |    |   |      | परन्तू ऐसा अधिकारी,, तीस दिन की अवधि की समाप्ति के पष्चात अपील को          |
|  |    |   |      | ग्रहण कर सकेगा, यदि उसका यह समाधान हो जाता है कि अपीलार्थी समय पर          |
|  |    |   |      | फाईल करने में पर्याप्त कारण से निवारित हआ था।                              |
|  |    | 2 |      | जहां अपील धारा 11 के अधीन, यथास्थिति, किसी केन्द्रीय लोक सचना अधिकारी      |
|  |    |   |      | या किसी राज्य लोक सूचना अधिकारी द्वारा पर व्यक्ति की सूचना के प्रकटन के    |
|  |    |   |      | लिए किए गए किसी आदेष विरूद्ध की जाती है वहां संबंधित पर व्यक्ति द्वारा     |
|  |    |   |      | अपील, उस आदेष की तारीख से 30 दिन के भीतर की जाएगी।                         |
|  |    | 3 |      | उपधारा (1) के अधीन विनिष्चय, के विरूद्ध दूसरी अपील उस तारीख से, जिसकों     |
|  |    |   |      | विनिष्चय किया जाना है या वास्तव में प्राप्त किया गया था नब्बे दिन के भीतर  |
|  |    |   |      | केन्द्रीय सूचना आयोग या राज्य सूचना आयोग को होगी :                         |
|  |    |   |      | परन्तु यथास्थिति, केन्द्रीय सूचना आयोग या राज्या सूचना आयोग नब्बे दिन की   |
|  |    |   |      | अवधि की समाप्ति के पष्चात् अपील को ग्रहण कर सकेगा, यदि उसका यह             |
|  |    |   |      | समाधान हो जाता है कि अपीलार्थी समय पर अपील फाइल करने में पर्याप्त कारण     |
|  |    |   |      | से निवारित हुआ था।   |
|  |    | 4 |      | यदि यथास्थिति, केन्द्रीय सूचना आयोग या राज्य सूचना आयोग का विनिष्चय,       |
|  |    |   |      | जिसके विरूद्ध अपील की गई है, पर व्यक्ति की सूचना से संबंधित है तो          |
|  |    |   |      | यथास्थिति केन्द्रीय लोक सूचना आयोग या राज्य सूचना आयोग उस पर व्यक्ति       |
|  |    |   |      | को सुनवाई का युक्तियुक्त अवसर देगा।  |
|  |    | 5 |      | अपील संबंधी किन्ही कार्यवाहियों में यह साबित करने का भार कि अनुरोध को      |
|  |    |   |      | अस्वीकार करना न्यायोचित था, यथास्थिति, उस केन्द्रीय लोक सूचना अधिकारी या   |
|  |    |   |      | राज्य लोक सूचना अधिकारी पर होगा, जिसने अनुरोध को अस्वीकार किया था।         |
|  |    | 6 |      | उपधारा (1) या उपधारा (2) के अधीन किसी अपील का निपटारा, लेखबद्ध किए         |
|  |    |   |      | जाने वाले कारणों से, अपील की प्राप्ति के तीस दिन के भीतर या ऐसी विस्तारित  |
|  |    |   |      | अवधि के भीतर किया जाएगा, जो उसके फाइल किए जाने की तारीख से कुल             |
|  |    |   |      | पैंतालिस दिन से अधिक न हो।   |
|  |    | 7 |      | आयोग का विनिष्चत आबद्धकर होगा।   |
|  |    | 8 |      | अपने विनिष्चय में यथास्थिति केन्द्रीय लोक सूचना आयोग या राज्य सूचना आयोग   |
|  |    |   |      | को निम्नलिखित की शक्ति है–   |
|  |    |   |      |  |

|  |    |    | क |        | लोक प्राधिकरण से ऐसे उपाय करने की अपेक्षा करना, जो इस अधिनियम के  |
|--|----|----|---|--------|---|
|  |    |    |   |        | उपबंधों का अनुपालन सनिष्चित करने के लिए आवष्यक हो, जिनके अन्तर्गत   |
|  |    |    |   |        | निम्नलिखित भी है:-  |
|  |    |    |   |        | (i) सूचना तक पहुंच उपलब्ध कराना, यदि विनिष्ट कराना, विषिष्ट प्ररूप में  |
|  |    |    |   |        | ऐसा अनुरोध किया गया है:   |
|  |    |    |   |        | (ii) किसी यथास्थिति, केन्द्रीय लोक सचना अधिकारी या राज्य लोक सचना   |
|  |    |    |   |        | अधिकारी को नियुक्त करना ;   |
|  |    |    |   |        | (iii) कतिपय सचना या सचना के प्रवर्गो को प्रकाषित करना :   |
|  |    |    |   |        | (iv) अभिलेखों के रखे जाने प्रबन्ध और उनके विनाष से संबंधित अपनी   |
|  |    |    |   |        | पद्धतियों में आवष्यक परिवर्तन करना ;  |
|  |    |    |   |        | अपने अधिकारियों के लिए सचना के अधिकार के संबंध में प्रषिक्षण के   |
|  |    |    |   |        | उपबंध को बढना ;   |
|  |    |    |   |        | (vi) धारा 4 की उपधारा (1) के खंड (ख) के अनुसरण में अपनी एक वार्षिक  |
|  |    |    |   |        | रिपोर्ट उपलब्ध कराना ;  |
|  |    |    | ख |        | लोक प्राधिकरी से षिकायकर्ता को, उसके द्वारा सहन की गई किसी हानि या अन्य   |
|  |    |    |   |        | नुकसान के लिए प्रतिपूरित करना ;   |
|  |    |    | ग |        | इस अधिनियम के अधीन उपबंधित शास्तियों में से को शास्ति अधिरोपित करना;  |
|  |    |    | घ |        | आवेदन को नामंजूर करना।  |
|  |    | 9  |   |        | यथास्थिति, केन्द्रीय लोक सूचना आयोग या राज्य सूचना आयोग षिकायकर्ता और   |
|  |    |    |   |        | लोक प्राधिकारी को, अपने विनिष्यय की, जिसके अंतर्गत अपील का कोई अधिकार   |
|  |    |    |   |        | भा ह, सूचना दगा।  |
|  |    | 10 |   |        | आयाग, अपाल का विनिष्चय एसा प्राकृया के अनुसार करना, जा विहित का जाए।  |
|  | 20 | 1  |   | शास्ति | धारा 23 में किसी बात के होते हुए भी,, जहीं किसी विकायात या अपलि की<br>निर्मित्तम जनने समय अवस्थिति ने रीप सनम अपरेण या नम्म सनम अपरेण           |
|  |    |    |   |        | विनिष्ययं करेत समय, यथास्थात, कन्द्राय सूचना आयोग या राज्य सूचना आयोग<br>की राग है कि मधारिशनि केन्द्रीय सोक सनमा अधिकारी या राज्य सोक सनमा     |
|  |    |    |   |        | को राय है कि, यंथारियात, कन्द्राय लोक सूचना आधेकारी यो राज्य लोक सूचना<br>अधिकारी ने विना किसी गुलिनगुलन कारणा के कोई आगेटन लेने से हंकार किंगा |
|  |    |    |   |        | े गा धाज 7 की जाधाज (1) के अधीन अचना के लिए तिनिर्दिष्ट अमर के भीवर   |
|  |    |    |   |        | संचना नष्ट कर दी है जो अनरोध का विषय थी या संचना देने में किसी रीति से  |
|  |    |    |   |        | बाधा डाली है तो वह ऐसे प्रत्येक दिन के लिए जब तक आवेदन प्राप्त किया   |
|  |    |    |   |        | जाता है यास सूचना दी जाती है, दो सौ पचास रूपए की शास्ति अधिरोपित  |
|  |    |    |   |        | करेगा, तथापि, ऐसी शास्ति की कुल रकम पच्चीस हजार रूपए से अधिक नहीं   |
|  |    |    |   |        | होगी :  |
|  |    |    |   |        | परन्तु, यथास्थिति, केन्द्रीय लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी   |
|  |    |    |   |        | को उस कोई शास्ति अधिरोपित किए जाने के पूर्व सुनवाई का युक्तियुक्त अवसर  |
|  |    |    |   |        | दिया जाएगा  |
|  |    |    |   |        | परन्तु, यह और कि यह साबित करने का भार कि उसने युक्तियुक्त रूप से और   |
|  |    |    |   |        | तत्परतापूर्वक कार्य किया है, यथास्थिति, केन्द्रीय लोक सूचना अधिकारी या राज्य  |
|  |    |    |   |        | लोक सूचना अधिकारी पर होगा।  |

|   |          |    | 2 |   | जहां किसी षिकायत या अपील का विनिष्चय करते समय, यथास्थिति, केन्द्रीय<br>सूचना आयोग या राज्य सूचना आयोग की यह राय है कि, यथास्थिति, केन्द्रीय<br>लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी, बिना किसर युक्तियुक्त<br>कारण के, और लगातार सूचना के लिए कोई आवेदन प्राप्त करने में असफल रहा<br>है या धारा 7 की उपधारा (1) के अधीन विनिर्दिष्ट समय के भीतर सूचना नही दी<br>है या असद्भावपूर्वक सूचना के लिए अनुरोध से इंकार किया है या जानबूझकर<br>गलत, अपूर्ण या भ्रामक सूचना दी है या ऐसी सूचना नष्ट की है, जो अनुरोध का<br>विषय थी या सूचना देने में किसी भी रीति से बाधा डाली है वहां वह यथास्थिति,<br>केन्द्रीय लोक सूचना आधिकारी या राज्य लोक सूचना अधिकारी के विरू उसे लागू<br>सेवा नियमों के अधीन अनुषासनिक कार्यवाही के लिए सिफारिष करेगा। |
|---|----------|----|---|---|--|
| 6 | प्रकीर्ण | 21 |   | सद्भावपूर्वक की गई कार्यवाही<br>का संरक्षण। | कोई वाद, अभियोजन या अन्य विधिक कार्यवाही किसी भी ऐसी बात के बारे में,<br>जो इस अधिनियम या इसके अधीन बनाए गए किसी नियम के अधीन<br>सद्भावनापूर्वक की गई हो या की जाने के लिए आषयित हो, किसी व्यक्ति के<br>विरूद्ध न होगी।  |
|   |          | 22 |   | अधिनियम का अध्यारोही प्रभाव<br>होना         | इस अधिनियम के उपबंधों का, शासकीय गुप्त बात, अधिनियम, 1923 और तत्समय<br>प्रवृत किसी अन्य विधि में या इस अधिनियम से अन्यथा किसी विधि के आधार पर<br>प्रभाव रखने वाली किसी लिखित में अंसगत किसी बात के होते हुए भी प्रभाव<br>होगा।   |
|   |          | 23 |   | न्यायालयों की अधिकारिता का<br>वर्जन         | कोई न्यायालय इस अधिनियम के अधीन किए गए किसी आदेष की बाबत कोई<br>वाद, आवेदन या अन्य कार्यवाही ग्रहण नहीं करेगा और ऐसे किसी आदेष को, इस<br>अधिनियम के अधीन अपील से भिन्न किसी रूप में प्रजगत नही किया जाएगा।   |
|   |          | 24 | 1 | अधिनियम का कतिपय संगठनों<br>को लागू न होना। | इस अधिनियम में अंतर्विष्ट कोई बात, केन्द्रीय सरकार द्वारा स्थापित आसूचना और<br>सुरक्षा संगठनों को जो अनुसूची में विनिर्दिष्ट है या ऐसे संगठनों द्वारा उस सरकार<br>को प्रस्तुत की गई किसी सूचना को लागू नही होगी :<br>"परन्तु यह और कि मानव अधिकारों के अतिक्रमण के अभिकथनों से संबधित<br>सूचना इस उपधारा से अपवर्जित नहीं होगी। अनुमोदन से ही दी जाएगी और धरा<br>7 में किसी बात के होते हुए भी, ऐसी जानकारी अुनरोध की प्राप्ति के तैतालीस<br>दिनों के भीतर प्रदत्त की जाएगी।   |
|   |          |    | 2 |   | केन्द्रीय सरकार, राजपत्र में किसी अधिसूचना द्वारा अनुसूची का, उस सरकार द्वारा<br>स्थापित किसी अन्य आसूचना या सुरक्षा संगठन को उसमें सम्मिलित करके या<br>उसमें पहले से विनिर्दिष्ट किसी संगठन का उससे लोप करके संषोधन कर सकेगी<br>और ऐसी अधिसूचना के प्रकाषन पर ऐसे संगठन को अनुसूची में, यथास्थिति,<br>सम्मिलित किया गया या उससे लोप किया गया समझा जाएगा।  |
|   |          |    | 3 |   | उपधारा (2) के अधीन जारी की गई प्रत्येक अधिसूचना, संसद के प्रत्येक सदन के<br>समक्ष रखी जाएगी।   |
|   |          |    | 4 |   | इस अधिनियम की कोई बात ऐसे आसूचना और सुरक्षा संगठनों को लागू नहीं<br>होगी, जो समय–समय पर राज्य सरकार द्वारा राजपत्र में अधिसूचना द्वारा<br>विनिर्दिष्ट किए जाएं :   |

|   |    |   |     |                          | परन्तु भ्रष्टाचार के अभिकथनों से संबंधित सूचना इस धारा के अधीन अपवर्जित           |
|---|----|---|-----|--------------------------|---|
|   |    |   |     |                          | नहीं की जाएगी :   |
|   |    |   |     |                          | परन्तु यह और कि मानव अधिकारों के अतिकमण के आरोपों के मामले में, मागी              |
|   |    |   |     |                          | गई जानकारी केवल संबंधित सूचना आयुक्त के अनुमोदन से ही दी जाएगी और                 |
|   |    |   |     |                          | धारा 7 में किसी बात के होते हुए भी, ऐसी जानकारी अनुरोध की प्राप्ति के             |
|   |    |   |     |                          | पैंतालीस दिनों के भीतर प्रदत्त की जाएगी।  |
|   |    | 5 |     |                          | उपधारा (4) के अधीन जारी की गई प्रत्येक अधिसूचना राज्य विधान—मंडल के               |
|   |    |   |     |                          | समक्ष रखी जाएगी।  |
|   | 25 | 1 |     | निगरानी और रिर्पोट करना। | यथास्थिति केन्द्रीय सूचना आयोग या राज्य सूचना अयोग प्रत्येक वर्ष के अंत के        |
|   |    |   |     |                          | पष्चात यथासाध्यषीघ्रता से वर्ष के दौरान इस अधिनियम के कार्यान्वयन के संबंध        |
|   |    |   |     |                          | में एक रिपोर्ट तैयार करेगा और उसकी एक प्रति समुचित सरकार को भेजेगा।               |
|   |    | 2 |     |                          | प्रत्येक मंत्रालय या विभाग, अपनी अधिकारिता के भीतर लोक प्राधिकारणों के संबंध      |
|   |    |   |     |                          | में, ऐसी सूचना एकत्रित करेगा और उसे यथास्थिति केन्द्रीय सूचना आयोग या             |
|   |    |   |     |                          | राज्य सूचना आयोग को उपलब्ध कराएगा, जो इस धारा के अधीन रिपोर्ट तेयार               |
|   |    |   |     |                          | करने के लिए अपेक्षित है और इस धारा के प्रयोजनों के लिए, उस सूचना को               |
|   |    |   |     |                          | प्रस्तुत करने तथा अभिलेख रखने से संबधित अपेक्षाओं का पालन करेगा।                  |
|   |    | 3 |     |                          | प्रत्येक रिपोर्ट में, उस वर्ष के संबंध में कथन होगा, जिसमें रिपोर्ट निम्नलिखित से |
|   |    |   |     |                          | संबंधित है–   |
|   |    |   | क   |                          | प्रत्येक लोक प्राधिकारी को किए गए अनुरोधों की संख्या।                             |
|   |    |   | ख   |                          | ऐसे विनिष्चयों की संख्या, जहां आवेदक, अनुरोधों के अनुसरण में दस्तावेजों तक        |
|   |    |   |     |                          | पहुंच के लिए पात्र नहीं थे, इस अधिनियम के वे उपबंध, जिनके अधीन ये                 |
|   |    |   |     |                          | विनिष्चय किए गए थे और ऐसे समयों की संख्या, जब ऐसे उपबंधों का अवलंब                |
|   |    |   |     |                          | लिया गया था।  |
| • |    |   | ग   |                          | पुनर्विलोकन के लिए यथास्थिति, केन्द्रीय सूचना आयोग या राज्य सूचना आयोग            |
|   |    |   |     |                          | को निर्दिष्ट की गई अपीलों की संख्या अपीलों के स्वरूप और अपीलों के निष्कर्ष।       |
|   |    |   | घ   |                          | इस अधिनियम के प्रषासन के संबंध में किसी अधिकारी के विरूद्ध की गई                  |
|   |    |   |     |                          | अनुषासनिक कार्यवाही की विषिष्टियां।   |
|   |    |   | ਤਾਂ |                          | इस अधिनियम के अधीन प्रत्येक लोक प्राधिकारी द्वारा एकत्रित की गई प्रभारों की       |
|   |    |   |     |                          | रकम।  |
|   |    |   | च   |                          | कोई ऐसे तथ्य, जो इस अधिनियम की भावना और आषय को ग्रहण कराने या                     |
|   |    |   |     |                          | कार्यान्वित करने के लिए लोक प्राधिकारियों के प्रयास की उपदर्षित करते है।          |
|   |    |   | ਚ   |                          | सुधार के लिए सिफारिषें जिसके अंतर्गत इस अधिनियम या अन्य विधान या                  |
|   |    |   |     |                          | सामान्य विधि के विकास, अभिवृद्धि आधुनिकीकरण, सुधार या संषोधन के लिए               |
|   |    |   |     |                          | विषिष्ट लोक प्राधिकारियों की बाबत सिफारिषें या सूचना तक पहुंच के अधिकार           |
|   |    |   |     |                          | को प्रवर्तनषील बनाने से सुसंगत कोई अन्य विषय भी है।                               |
|   |    | 4 |     |                          | यथास्थिति, केन्द्रीय सरकार या राज्य सरकार प्रत्येक वर्ष के अंत के पष्चात्         |
|   |    |   |     |                          | यथासाध्यषीघ्रता से, उपधारा (1) में निर्दिष्ट यथास्थिति, केन्द्रीय सूचना आयोग या   |
|   |    |   |     |                          | राज्य सूचना अयोग की रिपोर्ट की एक प्रति संसद के प्रत्येक सदन के समक्ष या          |
|   |    |   |     |                          | जहां राज्य विधान–मंडल के दो सदन है वहां प्रत्येक सदन के समक्ष और जहां             |

|  |    |   |   |                                  | राज्य विधान—मंडल का एक सदन है वहां उस सदन के समक्ष रखवाएगी।                      |
|--|----|---|---|----------------------------------|--|
|  |    | 5 |   |                                  | यदि आयोग को ऐसा प्रतीत होता है कि इस अधिनियम के अधीन अपने कृत्यों का             |
|  |    |   |   |                                  | प्रयोग करने के संबंध में किसी लोक प्राधिकारी की पद्धति इस अधिनियम के             |
|  |    |   |   |                                  | उपबंधों या भावना के अनुरूप नहीं है तो वह प्राधिकारी को ऐसे उपाय विनिर्दिष्ट      |
|  |    |   |   |                                  | करते हुए सिफारिष कर सकेगी, जो उसकी राय में ऐसी अनुरूपता को बढाने के              |
|  |    |   |   |                                  | लिए किए जाने चाहिएं।   |
|  | 26 | 1 |   | केन्द्रीय सरकार द्वारा कार्यक्रम | केन्द्रीय सरकार, वित्तीय और अन्य संस्थानों की उपलब्धि की सीमा तक–                |
|  |    |   |   | तैयार किया जाना।                 |  |
|  |    |   | क |                                  | जनता की, विषेष रूप से, उपेक्षित समुदायों की, इस अधिनियम के अधीन                  |
|  |    |   |   |                                  | अनुघ्यात अधिकारी का प्रयोग करने के ज्ञान में वृद्धि करने के शैक्षिक कार्यक्रम बन |
|  |    |   |   |                                  | सकेंगी और आयोजित कर सकेगी।   |
|  |    |   | ख |                                  | लोक प्राधिकारियों को, खंड (क) में निर्दिष्ट कार्यकर्मों और आयोजन में भाग लेंने   |
|  |    |   |   |                                  | और उनके लिए कार्यक्रम करने के लिए बढ़ावा दे सकेगी।                               |
|  |    |   | ग |                                  | लोक प्राधिकारियों द्वारा उनके कियाकलापों के बारे में सही जानकारी का समय से       |
|  |    |   |   |                                  | और प्रभावी रूप से प्रासारित किए जाने को बढ़ावा दे सकेगी।                         |
|  |    |   | ਬ |                                  | लोक प्राधिकारियों के यथास्थिति, केन्द्रीय लोक सूचना अधिकारियों को प्रषिक्षित     |
|  |    |   |   |                                  | कर सकेगी और लोक प्राधिकरण द्वारा अपने प्रयोग के लिए सुसंगत प्रषिक्षण             |
|  |    |   |   |                                  | सामग्रियां पेष कर सकेगी।   |
|  |    | 2 |   |                                  | समुचित सरकार, इस अधिनियम के प्रारम्भ से अठारह मास के भीतर, अपनी                  |
|  |    |   |   |                                  | राजभाषा में, सहज व्यापक रूप और रीति में ऐसी सूचना वाली एक मार्गदर्षिका           |
|  |    |   |   |                                  | संकलित करेगी, जिसकी ऐसे किसी व्यक्ति द्वारा युक्तियुक्त रूप में अपेक्षा की       |
|  |    |   |   |                                  | जाए, जो अधिनियम में विनिर्दिष्ट किसी अधिकार का प्रयोग करना चाहता है।             |
|  |    | 3 |   |                                  | समुचित सरकार, यदि आवष्यक हो, उपधारा (2) में निर्दिष्ट मार्गदर्षी सिद्धांतों को   |
|  |    |   |   |                                  | नियमित अंतरालों पर अद्यतन और प्रकाषित करेगीी, जिनमें विषिष्टतया और               |
|  |    |   |   |                                  | उपधारा (2) की व्यापकता पर प्रतिकूल प्रभाव डाले बिना निम्नलिखित सम्मिलित          |
|  |    |   |   |                                  | होंगा–   |
|  |    |   | क |                                  | इस अधिनियम के उद्देष्य ;   |
|  | _  |   | ख |                                  | धारा 5 की उपधारा (1) के अधीन नियुक्त प्रत्येक लोक प्राधिकारी के यथास्थिति,       |
|  |    |   |   |                                  | केन्द्रीय लोक सूचना अधिकारी या राज्य लोक सूचना अधिकारी का डाक और                 |
|  |    |   |   |                                  | गली का पता, फोन और फैक्स नम्बर और यदि उपलब्ध हो तो उसका                          |
|  |    |   |   |                                  | इलैक्ट्रानिक डाक पता।  |
|  |    |   | ग |                                  | वह रीति और प्रारूप, जिसमें किसी यथास्थिति, केन्द्रीय लोक सूचना अधिकारी या        |
|  |    |   |   |                                  | राज्य लोक सूचना अधिकारी को किसी सूचना तक पहुंच का अनुरोध किया                    |
|  |    |   |   |                                  | जाएगा।   |
|  |    |   | घ |                                  | इस अधिनियम के अधीन लोक प्राधिकरण के किसी यथास्थिति, केन्द्रीय लोक                |
|  |    |   |   |                                  | सूचना अधिकारी या राज्य लोक सूचना अधिकारी से उपलब्ध सहायता और उसके                |
|  |    |   |   |                                  | कर्त्ताव्य ।   |
|  |    |   | ঙ |                                  | आयोग से उपलब्ध सहायता।   |
|  |    |   |   |                                  |  |

|   | r  |   | 1     |                         |   |
|---|----|---|-------|-------------------------|---|
|   |    |   | च     |                         | इस अधिनियम द्वारा प्रदत्त या अधिरोपित किसी अधिकार या कत्तेव्य की बाबत   |
|   |    |   |       |                         | किसी कार्य या कार्य करने में असफल रहन के संबंध में विधि में उपलब्ध सभी  |
|   |    |   |       |                         | उपचार, जिनके अंतर्गत आयोग को अपील फाइल करने की रीति भी है;  |
|   |    |   | ਯ     |                         | धारा 4 के अनुसार अभिलेखों के प्रवर्गों के स्वैच्छिक प्रकटन के लिए उपबंध करने  |
|   |    |   |       |                         | वाले उपबंध ;  |
|   |    |   | ত     |                         | किसी सूचना तक पहुंच के लिए अनुरोधों के संबंध में संदत्त की जाने वाली फीसों  |
|   |    |   |       |                         | से संबंधित सूचनाएं।   |
|   |    |   | झ     |                         | इस अधिनियम के अनुसार किसी सूचना तक पहुंच प्राप्त करने के संबंध में बनाए   |
|   |    |   |       |                         | गए या जारी किए गए कोई अतिरिक्त विनियम या परिपत्र।   |
|   |    | 4 |       |                         | समुचित सरकार को, यदि आवष्यक हो, नियमित अंतरालों पर मार्गदर्षी सिद्धान्तों   |
|   |    |   |       |                         | को अद्यतन और प्रकाषित करना चाहिए।   |
|   | 27 | 1 |       | नियम बनाने की केन्द्रीय | समूचित केन्द्रीय सरकार, इस अधिनियम के उपबंधों को कार्यान्वित करने के लिए,   |
|   |    |   |       | सरकार की शक्ति।         | राजपत्र में अधिसूचना द्वारा नियम बना सकेगी।   |
|   |    | 2 |       |                         | विषिष्टतया और पूर्वगामी शक्ति की व्यापकता पर प्रतिकुल प्रभाव डाले बिना, ऐसे   |
|   |    |   |       |                         | नियम निम्नलिखित सभी या किसी विषय के लिए उपबंध कर सकेंगे, अर्थात :   |
| - |    |   | क     |                         | धारा 4 की उपधारा (4) में प्रसारित किए जाने वाले मीडियम की लागत या   |
|   |    |   |       |                         | मीडियम का प्रिन्ट लागत मल्य :   |
|   |    |   | ख     |                         | धारा ६ की उपधारा (1) के अधीन संदेय फीस।   |
|   |    |   | ग     |                         | धारा ७ की उपधारा (1) और उपधारा (5) के अधीन संदेय फीस।   |
|   |    |   | ਬ     |                         | धारा 13 और धारा 16 की उपधारा (7) के अधीन अधिकारियों और कर्मचारियों को   |
|   |    |   |       |                         | संदेय वेतन और भक्ते तथा उनकी सेवा के निबंधन और शर्त   |
|   |    |   | ङ     |                         | धारा 16 की उपधारा (10) के अधीन अपीलों का विनिष्चय करते समय यथास्थिति.   |
|   |    |   | _     |                         | केन्द्रीय सचना आयोग या राज्य सचना आयोग द्वारा अपनाई जाने वाली प्रकिया।  |
|   |    |   | च     |                         | कोई अन्य विषय जो विहित किए जाने के लिए अपेक्षित हो या विहित किया  |
|   |    |   |       |                         | जाए।  |
|   | 28 | 1 |       | नियम बनाने की सक्षम     | सक्षम प्राधिकारी इस अधिनियम के उपबंधों को कार्यान्वित करने के लिए राजपत्र   |
|   | 20 |   |       | प्राधिकारी की शक्ति।    | में अधिसचना द्वारा नियम बना सकेगा।  |
|   |    | 2 |       |                         | विषिष्टतया और पर्वगामी शक्ति की व्यापकता पर प्रतिकल प्रभाव डाले बिना ऐसे  |
|   |    | - |       |                         | नियम निम्नलिखित सभी या किसी विषय के लिए उपबंध कर सकेंगे अर्थात :  |
|   |    |   | (i)   |                         | धारा 4 की उपधारा (4) के अधीन प्रसारित की जाने वाली सामगीयों के माध्यम की  |
|   |    |   | (1)   |                         | कीमत या प्वाइंट कीमत लागत :   |
|   |    |   | (ii)  |                         | धारा 7 की उपधारा (1) के अधीन संदेय फीस · और   |
|   |    |   | (11)  |                         | कोई अन्य विषय जो विदित किए जाने के लिए आधित हो या विनित किया  |
|   |    |   | (111) |                         | पगर जन्म विषय, जा विहित विरे जान के लिए जनवित हो की विहित किया।   |
|   | 20 | 1 |       | निगमों का रखा जाना।     | । १९२०<br>टेज अधिनियम के अधीन केलीय जनकार टांग रानाया गया गलोक निर्णा राजा  |
|   | 29 | I |       |                         | ्रिंग जापालिम पर जजान पर प्राप्त राहपार क्षां बनावा गया प्रत्यपर नियम, बनाए<br>जाने के माजात प्रधानीय चंचट के मत्रोक चटन के चम्रथ ज्वर रहा ऐसी कर |
|   |    |   |       |                         | ) जान के अन्यास वयापाव तत्तार के अस्यक तरान के तपत्र, जब यह एसी कुल<br>तीय दिन की शतकी के निया यज में हो जी एक गाज में शणता हो पर अपिक            |
|   |    |   |       |                         | ात परा का जपाव के लिए तज न हो, जा एक तज न अयपी दी यी आवक  |
|   |    |   |       |                         | अानुष्ठानक सात्रा का ठाक बाद के सात्र के अवसान के पूर्व दोनी सेंदन उसे नियमें   |
|   | 1  |   |       |                         | म काइ पारवतन करन के लिए सहमत हा जात ह अथवा दानी संदन सहमत हो  |

|                  |    |   |                          | जाते है कि वह नियम नही बनाया जाना चाहिए तो तत्पष्चात वह नियम   |
|------------------|----|---|--------------------------|--|
|                  |    |   |                          | यथा।स्थात, कवल एस उपातारत रूप में हो प्रभावा होगा या निष्प्रमाव हो जाएगा।<br>किन्त ऐसे परिवर्तन या निष्प्रभाव से नियम के अधीन पहले की गई किसी बात की |
|                  |    |   |                          | विधिमान्यता पर प्रतिकूल प्रभाव नहीं पडेगा।   |
|                  |    | 2 |                          | इस अधिनियम के अधीन किसी राज्य सरकार द्वारा बनाया गया प्रत्येक नियम   |
|                  |    |   |                          | अधिसूचित किए जाने के पष्चात यथाषीघ्र राज्य विधान–मंडल के समक्ष रखा   |
|                  | 30 | 1 | कदिनाऱ्यों को दर करने की | जाएगा।<br>यदि इस अधिनियम के उपबंधों को प्रभावी करने में कोई कदिनाई उत्पन्न होती है   |
|                  | 50 | 1 | शक्ति।                   | तो केन्द्रीय सरकार राजपत्र में प्रकाषित आदेष द्वारा ऐसे उपबंध जो इस  |
|                  |    |   |                          | अधिनियम के उपबंधों से असंगत न हों, बना सकेगी जो कठिनाई को दूर करने के  |
|                  |    |   |                          | लिए आवष्यक और समीचीन प्रतीत होते हो :  |
|                  |    |   |                          | परन्तु इस अधिनियम के अधीन कोई आदेष इस अधिनियम के प्रारम्भ से दो वर्ष   |
|                  |    |   |                          | की समाप्ति के पष्चात नहीं किया जाएगा।  |
|                  |    | 2 |                          | इस धारा के अधान किया गया प्रत्यंक आदेष, किए जान के पष्चात यथाषांघ्र<br>गंगर के प्रचोक गरन के गणभ जुंखा जुंगणप  |
|                  | 31 |   | निरसन् ।                 | संचर्भ अपर्थि संदर्भ के समय रखा जाएगा।<br>संचना स्वांतत्रय अधिनियम 2002 इसके द्वारा निरसित किया जाता है।   |
|                  |    |   |                          |  |
| <br>पहली अनुसूची | -  |   |                          | मुख्य सूचना आयुक्त, सूचना आयुक्त या राज्य मुख्य सूचना आयुक्त या राज्य  |
| (धारा—13 की      |    |   |                          | सूचना आयुक्त द्वारा ली जाने वाली शपथ या किए जाने वाले प्रतिज्ञान का प्रारूपः   |
| उपधारा–3 देखिए)  |    |   |                          | "मै, जो मुख्य सूचना आयुक्त / सूचना उपआयुक्त / राज्य  |
|                  |    |   |                          | मुख्य सूचना आयुक्त/राज्य सूचना आयुक्त नियुक्त हुआ हू, ईष्वर की शपथ लेता<br>न कि ौं विणि नपप ज्यापिन भाषन के पंविधान                                  |
|                  |    |   |                          | रू कि ने पिवि द्वारी स्थापित नीरत के संपिधान<br>सत्यनिष्ठा से प्रतिज्ञान करता हूं।   |
|                  |    |   |                          | के प्रति सच्ची श्रद्धा और निष्ठा रखंगा, मै भारत की प्रभुता और अखंडता अक्षण   |
|                  |    |   |                          | रखूंगा तथा मैं सम्यक् प्रकार से और श्रद्धापूर्वक तथा अपनी पूरी योग्यता, ज्ञान  |
|                  |    |   |                          | और विवेक से अपने पद के कर्तव्यों का भय या पक्षपात, अनुराग या द्वेष के बिना   |
|                  |    |   |                          | पालन करूंगा तथा मैं संविधान और विधियों की मर्यादा बनाए रखूंगा।"  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |
|                  |    |   |                          |  |

| दूसरी अनुसूची   |  | केन्द्रीय सरकार के अधीन स्थापित असूचना और सुरक्षा संगठन |
|-----------------|--|---|
| (धारा–21 देखिए) |  | 1. असूचना ब्यूरो।                                       |
|                 |  | 2. मंत्रिमंडल संचिवालय के अनुसधान और विष्लेषण खंड।      |
|                 |  | 3. राजस्व असूचना निदेषालय।                              |
|                 |  | 4. केन्द्रीय आर्थिक असूचना ब्यूरो।                      |
|                 |  | 5. प्रवर्तन निदेषालय । <sup>ँ</sup>                     |
|                 |  | 6. स्वायक नियंत्रण ब्यूरों।                             |
|                 |  | 7. वमानिक अनुसधान केन्द्र।                              |
|                 |  | 8. विषेष सीमान्त बल।                                    |
|                 |  | 9. सीमा सुरक्षा बल।                                     |
|                 |  | 10. केंन्द्रीय आरक्षित पुलिस बल।                        |
|                 |  | 11. भारत तिब्बत सीमा बल।                                |
|                 |  | 12. केन्द्रीय औद्योगिक सुरक्षा बल।                      |
|                 |  | 13. राष्ट्रीय सुरक्षा गार्ड।                            |
|                 |  | 14. असम राइफल।  |
|                 |  | 15. विषेष सेवा ब्यूरो।                                  |
|                 |  | 16. विषेष शाखा (सी0आई0डी0) अंडमान और निकोबार।           |
|                 |  | 17. अपराध शाखा– सी0आई0डी0–सी0बी0, दादरा और नागर हवेली।  |
|                 |  | 18. विषेष शाखा लक्ष्वद्वीप पुलिस।                       |

#### 1 pukdkv f klj@egRi vl2 1 **5; R**444@XXXI (13) G@**2010**

प्रेषक,

राजीव चन्द्र, उत्तराखण्ड शासन ।

सेवा में,

- 1. समस्त प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- 2. समस्त विभागाध्यक्ष, उत्तराखण्ड।
- 3. समस्त कार्यालयाध्यक्ष।

#### l leltj i žlil u folik 2010

#### ngjkny % findd 11 Qjojlj

# fok & ulfer inule dkizh fd; ktk\$ drs'h dkizh u fd; ktk\$

महोदय,

सूचना आयोग द्वारा अपीलें सुने जाने के दौरान यह प्रकट हुआ है कि लोक सूचना अधिकारी अथवा अपीलीय अधिकारी जो सम्बन्धित पद पर प्रभारी के रूप में तैनात थे, के लिए कृते करके हस्ताक्षर किये गये हैं। कृते करके पदनाम लिखा जाना उचित तरीका नहीं है। सूचना आयोग द्वारा यह कहा गया है कि अपीलीय अधिकारी के रूप में नामांकित अधिकारी द्वारा अपने पदनाम से अपील आदेष निर्गत किये जाने चाहिए। उक्त पदनाम पर जो भी अधिकारी है, यहां तक कि प्रभारी अधिकारी के रूप में कार्यरत व्यक्ति द्वारा भी यदि अपील सुनी जाती है, तो उनके द्वारा अपीलीय अधिकारी का पदनाम लिखा जाना चाहिए। इसी प्रकार लोक सूचना अधिकारी के सम्बन्ध में भी ध्यान रखा जाना चाहिए।

सुलभ सन्दर्भ के लिए सूचना आयोग द्वारा अपील संख्या : अ—1917/2009 श्री हर्ष उपाध्याय बनाम लोक सूचना अधिकारी/मुख्य नगर अधिकारी, देहरादून व अन्य में उपरोक्त निर्णय दिनांक 11.12.2009 के प्रस्तर 4 एवं 12 के उद्धरण संलग्न किये जा रहे हैं।

सूचना आयोग के उपरोक्त निर्देषों का अनुपालन कड़ाई से सुनिष्चित किया जाये तथा अपने अधीनस्थ अधिकारियों को भी तदनुसार निर्देषित करने का कष्ट करें।

#### l y Xu & ; Hii fjA

Honh] g0@& ¹jikt lo plini⁄2 l fipoA

#### **1 5; R/144@**XXXI (13) G**@2010 rmfm.ld**A

प्रतिलिपि :- उप सचिव, उत्तराखण्ड सूचना आयोग, देहरादून को सूचनार्थ प्रेषित।

**vlKkl** @

<sup>1</sup>/au0, 1 0 Mqfj; ky<sup>1</sup>/2 vuql fpoA

दिनांक 24.02.2010

# **kéh**a dk K; ] nRjk[kMisty faxe] ngjmA

पूर्ण R-101 / दिषा निर्देष (अपील),

प्रतिलिपि संलग्नक की प्रति सहित समस्त कार्यालयाध्यक्ष / विभागीय अपीलीय अधिकारी / लोक सूचना अधिकारी, उत्तराखण्ड पेयजल निगम को सूचनार्थ एवं अनुपालनार्थ प्रेषित।



# ničji (kM1 pukvi, iz ngjime

अपील संख्या :- अ–1917 / 2009

समक्ष : – आर०एस० टोलिया, मुख्य सूचना आयुक्त, उत्तराखण्ड

अपील अंतर्गत धारा 19 (3) सू.का.अधि. अधिनियम, 2005

अपीलकर्ता :-- श्री हर्ष उपाध्याय, ४६ सुभाष रोड़, देहरादून।

### cule

प्रतिवादी :- 1. लोक सूचना अधिकारी / मुख्य नगर अधिकारी, देहरादून।

विभागीय अपीलीय अधिकारी / निदेषक, शहरी विकास निदेषालय उत्तराखण्ड,
43 / 06 माता मंदिर मार्ग, धर्मपुर, देहरादून।

### **vkišk**

अपीलकर्ता / प्रार्थी श्री हर्ष उपाध्याय द्वारा लोक सूचना अधिकारी, नगर निगम, देहरादून के समक्ष दिनांक 05.03.2009 को आवेदन पत्र प्रस्तुत कर मसूरी—देहरादून विकास प्राधिकरण, देहरादून को प्रेषित नगर निगम, देहरादून के पत्रांक 673 / सा0नि0वि0 / 08 दिनांक 22.12.2008 के संबंध में 2 बिन्दुओं पर सूचना उपलब्ध कराये जाने का अनुरोध किया,

- 2. लोक सूचना अधिकारी / मुख्य नगर अधिकारी, नगर निगम, देहरादून द्वारा अपने पत्र दिनांक 24.03. 2009 के द्वारा अनुरोधकर्ता / प्रार्थी को सूचना उपलब्ध करायी, उक्त सूचना से संतुष्ट न होने पर अनुरोधकर्ता द्वारा अपने पत्र दिनांक 27.04.2009 के माध्यम से अपीलीय अधिकारी / निदेषक, शहरी विकास निदेषालय उत्तराखण्ड, देहरादून के समक्ष प्रथम विभागीय अपील प्रस्तुत की, अपीलीय अधिकारी द्वारा अपने आदेष दिनांक 23.05.2009 के माध्यम से विभागीय अपील का निस्तारण किया गया, उक्त निस्तारण से संतुष्ट न होने पर अपीलकर्ता / प्रार्थी को स्ततुष्ट न होने पर अपीलकर्ता / प्रार्थी द्वारा आयोग के समक्ष दिनांक 05.10.2009 को द्वितीय अपील प्रस्तुत की,
- अपीलकर्ता / प्रार्थी की ओर से उनके प्रतिनिधि के रूप में श्री बी0डी0 उनियाल, उपस्थित हैं, अपीलकर्ता की ओर से प्रार्थना पत्र प्राप्त हुआ जिसे पत्रावली का भाग बनाया गया, प्रतिवादियों की ओर से उनके प्रतिनिधि उपस्थित है,

- 4. अपीलीय अधिकारी के आदेष 23.05.2009 का अवलोकन किया गया, इसे स्वीकार किया गया कि उपरोक्त आदेष में अपीलीय अधिकारी के रूप में निदेषक के हस्ताक्षर नहीं है अपितु कृते निदेषक के हस्ताक्षर हैं, अपील आदेष में कृते निदेषक लिखा गया है जो उचित पदनाम नहीं है, अपीलीय अधिकारी के प्रतिनिधि के अनुसार जिस तिथि को प्रष्नगत आदेष निर्गत हुआ है उस तिथि को जिस अधिकारी के प्रतिनिधि के अनुसार जिस तिथि को प्रष्नगत आदेष निर्गत हुआ है उस तिथि को जिस अधिकारी हो प्रारा हस्ताक्षर किये गये है, वह प्रभारी निदेषक के रूप में कार्यरत थे, स्पष्ट किया जाता है कि अपीलीय अधिकारी के रूप में नामांकित अधिकारी द्वारा डस्ताक्षर किये गये है, वह प्रभारी निदेषक के रूप में कार्यरत थे, स्पष्ट किया जाता है कि अपीलीय अधिकारी के रूप में नामांकित अधिकारी द्वारा अपने पदनाम से अपील आदेष निर्गत किये जाते हैं उक्त पदनाम पर जो भी अधिकारी हैं यहां तक कि प्रभारी अधिकारी के रूप में भी कार्यरत हैं उनके द्वारा भी यदि अपील सुनी जाती है तो वह त्रुटिपूर्ण नहीं हैं, यदि निदेषक के रूप में भी कार्यरत हैं उनके द्वारा भी यदि अपील सुनी जाती है तो वह त्रुटिपूर्ण नहीं हैं, यदि निदेषक के रूप में संयुक्त निदेषक कार्य करने के लिए अधिकृत हैं, तो निदेषक के रूप में वह प्रथम अपील सुनने के लिए भी अधिकृत है, क्योंकि कृते निदेषक लिखा गया है यद्यपि जिस अधिकारी के द्वारा अपील को सुना गया वह निदेषक के रूप में कार्यरत थे, आयोग की दृष्टि में कोई अधिकारी प्रष्नगत पदनाम के सापेक्ष कार्य कर रहा है तो वह अपीलीय अधिकारी के रूप में भी अपील सुनने के लिए अधिकृत है, भयिष्य के रूप में कार्यरत थे, आयोग की दृष्टि में कोई अधिकारी प्रष्नगत पदनाम के सापेक्ष कार्य कर रहा है तो वह अपीलीय अधिकारी के रूप में भी अपील सुनने के लिए अधिकृत है, भयिष्य में सुनिष्धित किया जाये कि कृते इत्यादि का प्रयोग न करते हुए निदेषक या मात्र अपीलीय अधिकारी लिखें.
- 10. प्रतिवादियों के कथन के अनुसार क्योंकि प्रष्नगत सड़क अधिनियम की धारा 2 उपधारा 62 (ख) के अधीन सार्वजनिक सड़क घोषित नहीं की गयी है इसी आधार पर लोक सूचना अधिकारी/डीम्ड लोक सूचना अधिकारी द्वारा मूल प्रार्थना पत्र के बिन्दु 2 (अ), (ब), (स) के सापेक्ष सूचना उपलब्ध नहीं करायी क्योंकि ऐसी सूचना अस्तित्व में नहीं है और उस तक पहुंच को अस्वीकार किया गया है, आयोग लोक सूचना अधिकारी के उपरोक्त उत्तर से सहमत और संतुष्ट है क्योंकि जब अधिनियम की धारा 2 उपधारा 62 क्लॉज (ख) के अंतर्गत प्रष्नगत सड़क को सार्वजनिक सड़क घोषित नहीं किया गया है तब ऐसी स्थिति में बिन्दु 2 (अ), (ब), (स) से संबंधित सूचना के होने का कोई प्रष्न नहीं उठता और इसी आधार पर उपलब्ध करायी गयी सूचना समुचित और पर्याप्त है,
- 11. उपरोक्त विवेचना के अनुसार अपीलीय अधिकारी के आदेष दिनांक 23.05.2009 में निकाले गये निष्कर्ष के सापेक्ष ऐसे कोई आधार आयोग के समक्ष नहीं हैं कि उसमें कोई संषोधन या परिवर्तन करने की आवष्यकता समझी जाये।
- 12. जिस सीमा तक लोक प्राधिकारी के स्तर पर अस्थाई तौर पर कार्यभार ग्रहण करने वाले अधिकारी के संबंध में कार्यवाही करने के निर्देष दिये गये हैं उस संबंध में इस आदेष की प्रति सचिव, सामान्य प्रषासन के अतिरिक्त समस्त विभागाध्यक्षों को इस आषय से प्रेषित की जाये कि लोक सूचना

अधिकारी व विभागीय अपीलीय अधिकारी के द्वारा केवल अपने सूचना के अधिकार अधिनियम के अंतर्गत नामित पदनाम का प्रयोग किया जायेगा और यदि किसी तिथि में किसी अधिकारी द्वारा लोक प्राधिकारी के किसी पदनाम सापेक्ष सूचना उपलब्ध करायी जाती है या प्रथम अपीलों को सुना जाता है तब ऐसे लोक सेवकों के द्वारा सूचना का अधिकार अधिनियम के अंतर्गत जो नामांकित पदनाम है केवल उसी पदनाम का प्रयोग किया जायेगा और सूचना उपलब्ध कराते हुए या अपील का निस्तारण करते हुए (कृते) शब्दों का प्रयोग नहीं किया जायेगा,

13. उपरोक्त विवेचना के आधार पर इस अपील का निस्तारण किया जाता है,

आदेष की प्रति उभयपक्षों को प्रेषित की जाये, आज खुले में घोषित, हस्ताक्षरित एवं दिनांकित 11.12.2009

> g0@& ¼(ji),10 Vkj;k/2 ef; 1 pukvk,47

उपर्युक्त विषयक सामान्य प्रषासन विभाग, उत्तराखण्ड शासन के शासनादेष संख्या 335 / XXXI(13)G/2011, दिनांक 13.05.2011 की छायाप्रति संलग्न कर सूचनार्थ एवं अनुपालनार्थ प्रेषित किये जाने का मुझे निदेष हुआ है।

@'ll mhål@vhål@

### 1 #Xid % ; HETA

प्रतिलिपि समस्त लोक सूचना अधिकारी/अपीलीय अधिकारी, उत्तराखण्ड पेयजल निगम को सूचनार्थ एवं आवष्यक कार्यवाही हेतू प्रेषित।

kilu dk K;] nRjkkMisty fixe] ngjhw

51

#### IH; R622@nHH 11-2011&-08 1 yuke 07

## नवीन सिंह तड़ागी, उप सचिव. उत्तराखण्ड शासन।

सेवा में.

प्रेषक.

- 1— मुख्य महाप्रबन्धक, उत्तराखण्ड जल संस्थान, देहरादून । प्रभारी प्रबन्ध निदेषक. 2—
- उत्तराखण्ड पेयजल निगम, देहरादून । निदेषक, 3— स्वजल परियोजना. देहरादून ।

# isty vulk&

ngi kny %fnuki %27 eb/ 2011

#### l pukdkvfildlig vfilig; ej 2005 dsvlitxZ l pukelausolys@fDr; la fok & dsl HkHnrkdk Goeli fd; st hsl EtVh

महोदय.

**161 9 91** 

Bonh **g**0 **Vaolu fi g rMkH**/2 mi l'fpo

### **findel 31-052011**

gO eglizVld <sup>1</sup>*iž*ll u<sup>1</sup>/2, oa vkd lynuk vfklkih

संख्या : 335 / XXXI(13)G/2011

प्रेषक,

राजीव चन्द्र, सचिव, उत्तराखण्ड शासन ।

सेवा में,

- 1. समस्त प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- 2. समस्त विभागाध्यक्ष / कार्यालयाध्यक्ष, उत्तराखण्ड।
- 3. समस्त मण्डलायुक्त, उत्तराखण्ड।
- 4. समस्त जिलाधिकारी, उत्तराखण्ड।

# l leltj i žlil u fołłk ngj kuw %fiu lel %13 eb/2 2011 fo'k, & l pukdk vf/kdlj, vf/liu; ej 2005 dsvt/rx2 l pukelausokys@fDr; le dsl lik Huzkdk@celiA

महोदय,

उत्तराखण्ड सूचना आयोग में योजित द्वितीय अपीलों तथा षिकायतों की सुनवाई के दौरान सूचना का अधिकार अधिनियम, 2005 के अन्तर्गत कतिपय लोक सूचना अधिकारियों द्वारा अपने पद तथा उनकों प्राप्त शक्तियों का दुरूपयोग करते हुए सूचना आवेदनकर्ताओं को उत्पीड़ित कर हतोत्साहित करने का प्रयास किये जाने की सूचना आयोग द्वारा शासन के संज्ञान में लायी गयी है।

2. उक्त के कम में अवगत कराना है कि सूचना का अधिकार अधिनियम, 2005 के अन्तर्गत सूचना प्राप्त करना सूचना आवेदनकर्ताओं का अधिकार है। सूचना आवेदनकर्ताओं को उत्पीड़ित कर हतोत्साहित करने का प्रयास सूचना का अधिकार अधिनियम की मूल भावना के विरूद्व है। किसी लोक प्राधिकरण और उसके लोक सूचना अधिकारियों का उत्तरदायित्व मांगी गयी सूचना प्रदान करने तक ही सीमित नहीं है। उनसे यह भी अपेक्षित है की वे सूचना मांगने वाले व्यक्तियों को आवष्यकतानुसार सहायता प्रदान करें। किसी व्यक्ति को सूचना या सहायता प्रदान करते समय उसके साथ अभद्र व्यवहार नहीं किया जाना चाहिए और उसकी प्रतिष्ठा का सम्मान किया जाना चाहिए।

3. अधिनियम के प्राविधानों तथा भावना के अनुरूप प्रत्येक लोक सूचना अधिकारी से अपेक्षा की जाती है कि वे सूचना का अधिकार अधिनियम, 2005 के अन्तर्गत सूचना प्राप्त करने वाले सूचना आवेदनकर्ताओं के अधिकारों की रक्षा करते हुए सूचना अनुरोध कर्ताओं से सद्व्यवहार कर तत्परता से सूचना उपलब्ध करायें।

4. अतः इस सम्बन्ध में मुझे यह कहने का निदेष हुआ है कि लोक सूचना अधिकारियों द्वारा अपने पद तथा उनकों प्राप्त शक्तियों का दुरूपयोग करते हुए सूचना आवेदनकर्ताओं को उत्पीडित कर हतोत्साहित किये जाने का प्रकरण संज्ञान में आने पर उनके विरूद्व नियमानुसार कार्यवाही अमल में लायी जाय, तथा यथावष्यकता कार्यवाही की संस्तुति शासन को की जाय।

> **ijit le plini**/2 l fpoA

#### उत्तरांचल शासन

#### पंचायतीराज विभाग

शा• सं• संख्या 622 / पं•ग्रा•अ•रो•अनु• / 92(25) / 2003 देहरादून दिनांक 29 अक्टूबर 2003 पंचायतो को प्रशासनिक कार्यकारी एवं वित्तीय अधिकारों का संक्रमण

सविधानं को 73 वें सशोधन के द्वारा गर्वनेन्स की तीसरी कडी को सशवत किया है– ग्रामीण क्षेत्र मे स्व–शासन स्थापित करने के उद्देश्य, सत्ता के साथ–साथ अधिकार तथा स्टाफ और वित्तीय संसाधन प्रयुक्त करने के महत्वपूर्ण विषय को स्वायती संस्थाओं को संक्रमित करने का निर्णाय हुआ है, विकास प्रशासन पूर्णतया विकासो–मुखी हो और प्रजातंत्र की न्यूनतम इकाई वास्तव मे नियोजन, क्रियान्वयन और इबूलेशन की प्रथम कडी रहे, यही इस निर्णय की आधारशिला है,

#### मिशन :

उत्तरांचल शासन ने उक्त परिप्रेक्ष्य मे 14 विषयो क्रमशः पेयजल ग्रामीण विकास गरीबी उन्मूलन, प्राथमिक शिक्षा प्रोढ़ और अनौपचारिक शिक्षा, पुस्तकालय सांस्कृतिक क्रियाकलाप, परिवार कल्याण स्वास्थ्य एंव स्वच्छता कार्यक्रम, महिला एंव बालविकास समाज कल्याण, सार्वजनिक वितरण प्रणाली, लघु सिचाई तथा कृषि के जलागम वित्तीय / कार्यकारी और कार्मिक आधार पर पूर्ण नियत्रण त्रिस्तरीय पंचायत व्यवस्था को सोपने का निर्णय लिया गया है। ग्राम पचांयत को उक्त कार्यो को उत्पादित करने एंव जनता के प्रति पूर्ण जवाबदेही बनाये रखने के लिए यह आवश्यक है कि विभागो से सम्बद्ध कर्मी पचांयत व्यवस्था के सक्षम स्तर के अधीन कार्यरत रहें। शासन की प्रशासनिक व्यवस्था के तहत इन 14 विभागो का, सभी विभागों के अनुरूप तकनीकी विषयों पर नियत्रण एंव पर्यवेक्षण बना रहेगा। इस प्रकार जहॉ एक ओर ग्रामों में हो रही जनता की आंकाक्षाए पूर्ण करने में मदद मिलेगी वही दूसरी ओर प्रशासनिक व्यवस्था की नीतिगत एकरूपता और तकनीकी बिन्दुओ पर परिपवक्ता बनी रहेगी। केन्द्रीकरण और जनसहभागिता को प्रोत्साहन देने के लिए पूर्व

में ही 14 में से 3 विभागों के कर्मचारियों को पंचायत के अधीन रखा गया है। शेष 11 विभागेा के विकेन्द्रीकरण के सम्बन्ध में उपर्युक्त व्यवस्था प्रस्तावित है। उपरोक्त के क्रम में शासन ने निम्नानुसार संकल्प लिया है :--

जिला पंचायत, क्षेत्र पचायत और ग्राम पचायत स्तर पर विकेन्द्रीत अधिकार स्वतः प्रयुक्त किये जायेगे सम्बन्धित 11 विभागो अपने अधिकारो के संक्रमण के विषय के शासनादेश जारी करेगे, प्रत्येक स्तर पर संक्रमित अधिकारो वित्तीय, प्रशासनिक एंव कार्यकारी की रूपरेखा दी जा रही है जिसके अनुसार प्रत्येक विभाग अपने निर्देश तैयार करेगे,

#### 1 जिला पंचायत स्तर पर :

वित्तीय अधिकारो का प्रतिनिधायन :

- 1 तीनो स्तरो पर सम्बन्धित विषयो की जिलायोजना, राज्य सेक्टर / क्रेंन्द्र पोषित एंव वाह्य सहायता प्राप्त योजनाओ का बजट नियंत्रण तथा आवंटित बजट का उपयोग एंव समीक्षा सुनिश्चित कराना,
- 2 उपर्युक्त विषय से सम्बन्धित नव निर्मित भवनो का निर्माण, संचालन एंव रख–रखाव
- 3 क्षेंत्र पंचायतो / ग्रामो पंचायतो मे स्थानान्तरण / व्यय हेतु धनराशि मात्राकृत कराना
- 4 जिले स्तर पर जिला योजना की प्राविधानित धनराशि मे अनुसूचित जाति एंव अनुसूचित जनजाति, हेतु धनराशि मात्राकृत कराना।

#### प्रशासनिक नियंत्रण :

- 1 जनपद स्तरीय समस्त अधिकारियो / कर्मचारियो पर प्रशसनिक नियंत्रण तथा उनके वार्षिक कार्यो का मूल्यांकन एंव गोपनीय प्रविष्टि का अंकन कराना.
- 2 आकस्मिक अवकाश एव भ्रमण कार्यक्रम तथा स्थानान्तरण नीति के अनुसार तृतीय व चतुर्थ श्रेणी कर्मचारियो का सक्षम अधिकारी द्वारा स्थानान्तरण अनुभोदन का अधिकार

#### दायित्व / कार्य

- 1 उपर्युक्त विषय से सम्बन्धित सभी कार्यक्रमो / योजनाओ की समीक्षा, अनुश्रवण एंव निरीक्षण।
- 2 विभागीय योजनाओ से सम्बन्धित कार्यो का निप्पादन व रख–रखाव सुनिश्चित करना तथा स्थानीय आवश्यकतानुसार शासन को माँग प्रस्तुत करना।

- 3 जिला स्तर कर सम्बन्धित विभागो की गठित समितियों की मीटिंग कराना एंव समीक्षा करना।
- 4 राष्ट्रीय कार्यक्रमो एंव राज्य सरकार द्वारा निर्धारित नीति एंव निदेशो का अनुपालन सुनिश्चित कराना।

#### 2. क्षेत्र पंचायत स्तर परः

वित्तीय अधिकारो का प्रतिनिधायनः-

1 जिला स्तर से प्राप्त आवटित धनराशि को निर्धारित मद में समयान्तर्गत व्यय कराना तथा लक्ष्यों की पूर्ति करना,

# दायित्व / कार्य :--

- 1 विभागीय योजनाओं की गुणवत्ता बनायें रखने के उद्देश्य से निरीक्षण एंव समीक्षा करना,
- 2 जिला स्तर से प्राप्त निर्दंशों / लक्ष्यों का अनुपालन सुंनिश्चित कराना ।
- 3 क्षेत्र पंचायत स्तर पर गठित समितियों की बैठकें एंव समीक्षा कराना।
- 4 क्षंत्र पंचायत स्तर पर उक्त विभागों की परिसम्पत्तियों का नियत्रण एंव/रख-रखाव सुनिश्चित करना।

### कार्मिक :--

- 1 11 विषयो से सम्बन्धित अधिकारियों / कर्मचारियों के वेतन आहरण की संस्तुति आकस्मिक अवकाश, भ्रमण कार्यक्रम का अनुमोदन तथा वार्षिक मूल्याकन करने का अधिकार।
- 2 कार्यो का मूल्याकन तथा स्थानान्तरण की संस्तुति करने का अधिकार

## 3 ग्राम पंचायत स्तर परः-

वित्तीय अधिकारो का प्रतिनिधायनः--

- ग्राम पंचायत स्तर पर होने वाले निर्माण कार्य हेतु विभागो से सीधे धन ग्राम निधि में स्थानान्तरित होना।
- 2 विभागीय नये भवनो के निर्माण और संचालन, समिति के माध्यम से कराना तथा विकास सुद्ढ़ीकरण हेतु उपलब्ध करायें जाने वाले धन का व्यय करना।

3 ग्राम पंचायत स्तर पर स्थित परिसम्पत्तियों का रख–रखाव करना

दायित्व एंव कार्यः-

- 1 ग्राम सभा की बैठक वर्ष में कम से कम दो बार आयोजित करना, जिसमें ग्राम सभा का बजट बनाकर प्रस्तुत करना।
- 2 ग्राम पंचायत को मीटिंग का आयोजन प्रत्येक माह करना तथा ग्राम पचोयत स्तर गठित समितियों की मीटिंग आयोजित तथा समीक्षा करना।
- 3 उपयुक्त 11 विषयों से प्राप्त होने वाली धनराशि का कार्य योजना तैयार करना और योजनावार तकनीकी अधिकारी द्वारा आकलन तैयार करना और नयी योजना / भवन निर्माण आदि के लिए भूमि लाभर्थियों आदि का चयन करना तदुपरान्त सक्षम अधिकारी से वित्तीय स्वीकृति सुनिश्चित कराना ।
- 4 ग्राम स्तर पर राष्ट्रीय कार्यक्रमो एंव शासन की नीति से ग्रामवासियो को अवगत कराना तथा अपेक्षित सहयोग करते हुए अनुपालन सुनिश्चित कराना।
- 5 ग्राम पंचायत स्तर पर अभिलेखो का रख-रखाव एंव अंकन ग्राम पंचायत सचिव/ग्राम पंचायत विकास अधिकारी द्वारा कराना ।
- 6 ग्राम पंचायत स्तर पर परिवार रजिस्टर एंव जन्म—मृत्यु रजिस्टर को अध्यावधिक रखना ।
- 7 ग्राम पंचायत स्तर पर स्थित समस्त विभागीय परिसम्पत्तियो ग्राम पंचायत मे निहित होगी।
- 8 ग्राम निधि का संचालन ग्राम प्रधान तथा ग्राम पंचायत सचिव (ग्राम पंचायत विकास अधिकारी) के संयुक्त हस्ताक्षर से किया जायेगा।

#### कार्मिक:--

- ग्राम पंचायत स्तर पर नियुक्त विभागीय कर्मचारी पर सामान्य नियंत्रण / उपस्थिति सत्यापन तथा वेतन भुगतान की संस्तुति करना ।
- 2 सम्बन्धित कर्मचारी के कार्यो के आधार पर वार्षिक प्रविष्ट हेतु ग्राम पंचायत स्तर की सम्बन्धित समिति की खुली बैठक मे पारित प्रस्ताव के आधार पर संस्तुति देने का अधिकार।
- 3 सम्बन्धित कर्मचारी को अवकाश लघुदण्ड देने की संस्तुति का अधिकार,

4 ग्राम पंचायत स्तर पर कार्यरत समस्त 11 विषयों के कर्मचारी की सेवा शर्ते पूर्ववत ही रहेगी तथा वह विभाग के शासकीय कर्मचारी बने रहेगे,

अतः अनुरोध है कि सम्बन्धित विभाग अपने विषय अन्तर्गत शासनादेश जारी करते समय उपरोक्त निर्देशो का समावेश करने का कष्ट करे।

श्री राज्यपाल की ओर से,

ਵ0

(आर एस टोलिया)

मुख्य सचिव

संख्या 622 / पं ग्रा अ रो अनु / 92(25) / 2003 तद दिनांक प्रतिलिपिः निम्नलिखित को सूवनार्थ एंव आवश्यक कार्यकारी हेतु प्रेषितः—

1 समस्त प्रमुख सचिव / सूचित उत्तरांचल शासन।

2 समस्त विभागाध्यक्ष, उत्तरांचल ।

3 आयुक्त, कुमायु / गढ़वांल

4 समस्त जिलाधिकारी, उत्तरांचल।

आज्ञा से

ਵ0

प्रमुख सचिव

संख्या 2121 / उन्तीस/ 04/2/2004

प्रेषक, डा० एस०एस० सन्धू सचिव उत्तराचंल शासन।

सेंवा में,

- प्रबन्ध निदेशक, उत्तराचंल पेयजल निगम, देहरादून।
- मुख्य महाप्रबन्धक, उत्तरांचल जल संस्थान, देहरादून।
- निदेशक, स्वजल परियोजना, देहरादून।

पेयजल अनुभाग :- देहरादून। दिनांक 17 अगस्त 2004,

विषय:-- त्रिस्तरीय पंचायती राज व्यवस्था के अन्तर्गत पेयजल विभाग से संबधित प्रशसनिक कार्यकारी एंव वित्तीय अधिकारों / दायित्वों को पचांयतो राज संस्थाओ को संक्रमित किया जाना।

महोदय,

संविधान के 73 वें एंव 74 वें संशोधन में निहित सत्ता के विकेन्द्रीकरण की मूल भावना को मूर्त रूप देने के लिए जन सामान्य के लाभ एंव विकास की योजनाओं के नियोजन को जनोन्मुखी एंव सार्थक क्रियान्वयन हेतु जन सहभागिता आवश्यक है। अतः विकास कार्यो मे सक्रिय जन सहयोग प्राप्त करने हेतु प्रदेश सरकार ने त्रिस्तरीय पंचायतराज व्यवस्था को सुदृढ एंव प्रभावी बनाने का सकल्प लिया है। ग्राम पंचायतो को विकास की मौलिक तथा सक्षम इकाई के रूप मे विकसित करने हेतु जिला स्तर क्षेत्र पंचायत स्तर तथा ग्राम स्तरीय प्रशासनिक इकाईयो को जिला पंचायत, क्षेत्र पंचायत तथा ग्राम पंचायात के प्रति उत्तरदायी बनाने जाने एंव इनके विकास संबंधी दायित्यो को पूरा करने के लिए वांछित वित्तीय संसाधन उपलब्ध कराया जाना अत्यन्त आवश्यक है। इसी आधार पर पेयजल विभाग के वित्तीय / कार्यकारी अधिकार और कार्मिको पर सामान्य नियन्त्रण त्रिस्तरीय पंचायत व्यवस्था को सौपने का निर्णय लिया गया है।

2 ग्राम पंचायत द्वारा उक्त कार्यो को सम्पादित करने एंव जनता के प्रति पूर्ण जबाव देही बनाये रखने के लिये यह आवश्यक है कि विभाग से सम्बद्ध कर्मी पंचायत व्यवस्था के सक्षम स्तर के अधीन कार्यरत रहे। पंचायतराज व्यवस्था मे विभाग के दिशानिर्देशो के अनुरूप तकनीकी कार्यो पर नियत्रण एंव पर्यवेक्षण बनाये रखने से जहॉ एक ओर ग्रामो मे रह रही जनता की आकांक्षाऐं पूर्ण करने मे मदद मिलेगी वही दूसरी ओर प्रशासनिक व्यवस्था मे नीतिगत एकरूपता और तकनीकी बिन्दुओ पर समानता बनी रहेगी। विकेन्द्रीकरण और जनसहभागिता को प्रोत्साहन देने के लिये विभाग के कर्मचारियो को पंचायतराज व्यवस्था के अधीन रखे जाने का निर्णय लिया गया है।

3 उक्त क्रम मे मुझे यह कहने का निर्देश हुआ है कि पेयजल विभाग से संबधित कार्यो का सम्पादन, नियत्रण तथा वित्तीय एंव प्रशासनिक अधिकारो/दायित्वो का प्रतिनिधायन जिला स्तर/क्षेत्र पंचायत स्तर/ग्राम पंचायत स्तर पर निम्नलिखित मार्ग निर्देशो के अनुरूप किया जायेगा तथा जिला स्तरीय/क्षेत्र पंचायत स्तरीय/ग्राम पंचायत स्तरीय पेयजल विभाग के अधिकारी/ कर्मचारी तदनुसार ही त्रिस्तरीय पंचायत व्यवस्था के तहत कार्यो को सम्पादित करोयेगे तथा विभाग के साथ–साथ पंचायतराज व्यवस्था के प्रति भी उत्तरदायी होगे।

# (क) जिला पंचायत स्तर पर अधिकारो / कर्तव्यो का संक्रमण / प्रतिनिधायन कार्यकारी अधिकार / दायित्व

- 1 जिला योजना के बजट का नियन्त्रण तथा आवंटित धन के समुचित उपयोग की समीक्षा करना।
- 2 अनुसूचित जाति एंव जनजाति के लिए बजट के अनुसार अनुसूचित जाति के लिए स्पेशल कम्पोनेन्ट प्लान (एस0सी0पी0) तथा जनजति के लिए जनजाति उपयोजना (टी0एस0पी0) मे मात्राकृत के उपयोग की समीक्षा करना।

- 3 क्षेत्र पंचायतो तथा ग्राम पंचायतों को हस्तान्तरित पेयजल योजनाओ/हैण्ड पम्पो के सामान्य अनुरक्षण हेतु शासन द्धारा जिला पंचायत को आवंटित धनराशि का क्षेत्र/ग्राम पंचायत मे विभाजन हेतु मात्राकरण करना।
- 4 क्षेत्र / ग्राम पंचायतो के द्धारा प्राप्त योजनाओ के अन्तर्गत प्रस्ताव का परीक्षण कराकर स्वीकृति प्रदान करना।
- 5 जनपद के अन्तर्गत गतिमान पेयजल योजनाओ / हैण्ड पम्पो की स्थापना एंव योजनाओ के क्षतिग्रस्त कार्यो की मरम्मत के संबंध मे समीक्षा करना, आवश्यकतानुसार निर्माणधीन योजनाओ का स्थलीय निरीक्षण करना, गुणवत्ता सुनिश्चित करने हेतु तकनीकी परामर्श करना।
- 6 शासन द्वारा पेयजल विभाग से संबंधित निर्धारित कायक्रमो/नीतियो के प्रचार—प्रसार हेतु समय—समय पर मेले,गोष्ठियो,प्रदर्शनीआदि का आयोजन करते हुए कार्यक्रमो के संचालन का सफल पर्यवेक्षण करना।
- 7 जिले के अन्तर्गत एक से अधिक क्षेत्र पंचायत को सेवित करने वाली नवीन पेयजल योजनाओ को चिन्हित करना और उनकी स्वीकृति हेतु शासन/ सक्षम अधिकारी को प्रस्ताव प्रेषित करना ।
- 8 पेयजल सुविधा के अन्तर्गत सभी तोको / बस्तियो / ग्रामो मे स्वच्छ पेयजल उपलब्ध कराने हेतु योजना बनाना तथा योजनाओ के क्रियान्वयन हेतु सुझाव देना।

#### वित्तीय अधिकार / दायित्व

- 1 जिला योजना के बजट का आवंटन एंव व्यय की स्वीकृति प्रदान करना।
- 2 क्षेत्र पंचायतो एंव ग्राम पंचायतो को हस्तान्तरित के सामान्य अनुरक्षण हेतु शासन/जिला पंचायत द्वारा आवंटित धनराशि का क्षेत्र/ग्राम पंचायतो को आवंटन करना ।
- 3 जिला पंचायत समिति स्तर पर वित्तीय प्रबन्धन हेतु पंचायती राज विभाग द्वारा निर्मित निर्देशों के अनुरूप एक खाते का संचालन करना तथा हस्तारिन्त योंजनाओ के लिए शासकीय सहायता तथा अन्य आय को उसमें जमा कराना।

## प्रशासनिक अधिकार / दायित्व

- 1 पेयजल विभाग के अन्तर्गत जल संस्थान, पेंयजल निगम के जनपद स्तरीय अधिकारी जिला पंचायत के सामान्य नियन्त्रण में रहेगें तथा वे उसे जनपद के लिये अपने –अपने विभाग के नोडल अधिकारी के रूप्में नियुक्त होगें।
- 2 जिला पंचायत अध्यक्ष जिले के संबधित अधिशासी अभियन्ता (उत्तराचल जल संस्थान/उत्तरांचल पेयजल निगम) के वार्षिक कार्यो का मूल्यांकन एंव समीक्षा के आधार पर उनकी वार्षिक प्रविष्टि हेतु अपना मंतव्य विभागाध्यक्ष को भेजेगे, जो उसे यथावत चरित्र पंजिका पर रखेगे तथा वार्षिक प्रविष्टि मे उनके मत का समावेश करेगे।
- 3 उत्तराचंल जल संस्थान/उत्तराचंल पेयजल निगम के अधिशासी अभियन्ता के आकस्मिक अवकाश की स्वीकृति एंव उनके भ्रमण कार्यक्रम के अनुमोदन का अधिकार जिला पंचायत द्वारा नियुक्त अधिकारी को होगा।
- 4 उत्तरांचल जंल संस्थान/उत्तरांचल पेयजल निगम के अधिशासी अभियन्ता के अर्जित/चिकित्सा अवकाश हेतु सक्षम अधिकारी को संस्तुति भेजे जाने का अधिकार जिला पंचायत द्वारा नियुक्त अधिकारी को होगा।
- 5 विभिन्न ग्राम पंचायत स्तरीय / क्षेत्र पंचायत स्तरीय समितियो के मध्य पेयजल से संबधित विवाद उत्पन्न होने की दशा मे उनका निराकरण कराना ।
- 6 स्थानान्तरण नीति के अन्तर्गत जिला पंचायत के नियन्त्रण मे तृतीय व चतुर्थ श्रेणी के कर्मचारियो का स्थानान्तरण सक्षम अधिकारी द्वारा जिला पंचायत के परामर्श से करना होगा।
- 7 अधिशासी अभियन्ता उत्तरांचल जल ंसंस्थान/उत्तरांचल पेयजल निगम जनपद मे पेयजल योजनाओ के लिए तकनीकी सलाहकार के दायित्वो का निर्वहन करेगे तथा पंचायत के नियन्त्रण एंव निर्देशन मे कार्य करेगे । जिला पंचायत की संस्तुतियो एंव प्रस्तावो को उपलब्ध नियमो को उच्च स्तर पर विभागाध्यक्ष के माध्यम से शासन को संदर्भित करेगे ।
- 8 ऐसे अन्य कृत्यो को सम्पादित करना जिन्हें समय–समय पर क्रियान्वयन हेतु सामान्य या विशेष निर्देशो के द्वारा राज्य सरकार निर्देशित करे।

# (ख) क्षेत्र पंचायत स्तर पर अधिकारो / दायित्वो का संक्रमण / प्रतिनिधायन कार्यकारी अधिकार / दायित्व

- 1 क्षेत्र पंचायत समिति को हस्तान्तरित धनराशि का सदुपयोग एंव पेयजल योजनाओं के निर्माण कार्यो की प्रगति की समीक्षा करना।
- 2 विकास खण्ड स्तर पर एक से अधिक ग्राम की पेयजल योजनाओ के सुचारू रूप से संचालन एंव क्रियान्वयन हेतु ग्राम पंचायत को मार्गदर्शन देना तथा उनका रख–रखाव करना।
- 3 विकास खण्ड स्तर की पेयजल योजनाओं के मरम्मत कार्यो एंव नवनिर्मित योजनाओं की प्रगति की समीक्षा करना ।
- 4 विकास खण्ड स्तर पर पेयजल योजनाओ के साथ-साथ ग्राम पंचायत स्तर पर समन्वय स्थापित करना तथा राज्य सरकार के सामान्य या विशेष आदेशो के द्वारा समय-समय पर निर्देशित अन्य कार्यो एंव दायित्वो का निर्वहन करना।
- 5 विभिन्न ग्राम पंचायत स्तरीय पेयजल से संबधित मामलो के मध्य विवाद उत्पन्न होने की दशा में उनका निराकरण कराना।
- 6 क्षेत्र पंचायत के अन्तर्गत संचालित विभागीय पेयजल योजनाओ की प्रगति की समय-समय पर समीक्षा करने के साथ-साथ क्षेत्र पंचायत के अन्तर्गत आवश्यक नवीन पेयजल योजनाओ के चयन तथा पेयजल प्रबन्धो में सुधार हेतु विभाग का उपयोगी सुझाव/मार्गदर्शन प्रदान करना।
- 7 विभागीय योजनाओं की गुणवत्ता सुनिश्चित करने के उदृदेश्य से योजनाओं का स्थलीय निरीक्षण करना तथा उपयोगी मार्गदर्शन देना।
- 8 शासन अथवा जिला पंचायत स्तर से प्राप्त विभिन्न नीतियो / कार्यक्रमो को मेले गोष्ठियाँ आदि आयोजित कराकर प्रचार प्रसार करना तथा इनके कियान्वयन हेतु अपेक्षित सहयोग करना एंव तद्विषयक अभिलेखों का उचित रख रखाव करना।
- 9 क्षेत्र पंचायत समिति को हस्तान्तरित पेयजल से संबधित परिसम्पत्तियों की सुरक्षा एंव रखरखाव करना।

# वित्तीय अधिकार / दायित्व

- 1 क्षेत्र पंचायत समिति को हस्तान्तरित पेयजल योजनाओ के सामान्य अनुरक्षण हेतु जिला पंचायत समिति को शासन तथा जिला पचायत द्वारा स्वीकृत धन के सापेक्ष क्षेत्र पंचायत का हस्तान्तरित योजनाओ के लिए प्रस्ताव प्रेषित करते हुए धन प्राप्त करना तथा उसका सदुपयोग करना।
- 2 क्षेत्र पंचायत समिति को हस्तान्तरित पेयजल योजनाओ के लिए पंचायत समिति द्वारा जलकर / जलमूल्य की वसूली करके उसका उपयोग योजना करना।
- 3 क्षेत्र पंचायत समिति के वित्तीय प्रबन्ध हेतु पंचायतीराज विभाग द्वारा निर्गत निर्देशों के अनुरूप क्षेत्र पंचायत स्तर पर एक खाते का सचालन करना।
- 4 स्थानीय स्तर पर संग्रहित जलकर / जलमूल्य आदि को संबधित खाते में जमा कराना।

#### प्रशासनिक अधिकार / दायित्व

- 1 पेंयजल विभाग के क्षेत्र पंचायत स्तरीय अधिकारी अर्थत सहायक अभियन्ता अथवा अवर अभियन्ता तथा अन्य क्षेत्र पंचायत स्तरीय अधिकारी पर सामान्य प्रशासनिक नियन्त्रण क्षेत्र पंचायत का होगा।
- 2 क्षेत्र पंचायत अध्यक्ष द्वारा उक्त अधिकारी के आकस्मिक अवकाश की स्वीकृति उनके भ्रमण कार्यक्रम का अनुमोदन तथा उपार्जित / चिकित्सा अवकाश की संस्तुति सक्षम प्राधिकारी को की जायेगी।
- 3 क्षेत्र पंचायत स्तरीय अधिकारीयों के स्थानान्तरण एंव उनके विरुद्ध अनुशासनिक कार्यवाही की संस्तुति शासन/सक्षम स्तर के लिए क्षेत्र पंचायत द्वारा की जायेगी, जिसका यथोचित संज्ञान सक्षम स्तर पर लिया जायेगा।
- 4 क्षेत्र पंचायत अध्यक्ष द्वारा क्षेत्र पंचायत स्तरीय अधिकारीयों की वार्षिक प्रविष्टि हेतु प्रतिवेदक अधिकारी को अपनी संस्तुति / मन्तव्य प्रेषित किया जायेगा।

## (ग) ग्राम पंचायत स्तर पर अधिकारों / दायित्वों का

#### सक्रमण / प्रतिनिधायन

#### कार्यकारी अधिकार / दायित्व

1 उत्तराखण्ड पेयजल निगम द्वारा निर्मित ग्राम पंचायत क्षेत्र को सेवित करने वाली पेयजल योजना के अन्तर्गत एकल ग्राम गुरूत्व पेयजल योजना, नलकूप, हैण्ड पम्प,

उर्द्धव जलाशय तथा भवन आदि के साथ—साथ एक से अधिक ग्राम पंचायत क्षेत्रो मे अवस्थित योजना का हस्तान्तरण प्राप्त करना तथा उनका संचालन एंव अनुरक्षण करना।

- 2 उत्तराखण्ड पेयजल निगम तथा जल संस्थान द्वारा निर्मित एकल ग्राम पेयजल गुरूत्व योजनाएं एंव हैण्ड पम्पो से सम्बन्धित परिसम्पत्तियो जिनका मुख्य नियन्त्रक ग्राम पंचायत क्षेत्र मे अवस्थित है, का हस्तान्तरण प्राप्त करना तथा उनका संचालन एंव अनुरक्षण करना.
- 3 हस्तान्तरित पेयजल योजनाओ से लाभान्वित होने वाले व्यक्तियों से ऐसी रीति से जलकर / जलमूल्य का निर्धारण एंव वसूली करना कि योजना के अनुरक्षण करने हेतु ग्राम समिति यथा संभव शीघ्र वित्तीय रूप से आत्म निर्भर हो सके।
- 4 हस्तान्तरित पेयजल योजनाओ एंव हैण्ड पम्पो के सामान्य अनुरक्षण हेतु जिला पंचायत समिति के माध्यम से धन प्राप्त होने पर अनुरक्षण कार्य सम्पादित करना एंव योजना के सुदृढीकरण अथवा वृहद मरम्मत का कार्य कराना।
- 5 हस्तान्तरित पेयजल योजनाओ के लिए उपभोक्ता समूह (Users Groups) गठित करना। यदि ग्राम पंचायत स्तर पर निर्मित किसी योजना मे पूर्व से ही उपभोक्ता समूह (Users Groups) का गठन कर उन्हे हस्तान्तरित की जा चुकी है तो उसका संचालन उपभोक्ता समूह द्वारा ही किया जायेगा ।
- 6 ग्राम पंचायत क्षेत्रान्तर्गत आवश्यक नई पेयजल योजनाओ के निर्माण हेतु नई योजनाओ के लिए उपयुक्त श्रोतो का चयन एंव नई पेयजल योजनाओ एंव हैण्ड पम्पो के अधिष्ठापन का प्रस्ताव तैयार कर विंभाग को स्वीकृति हेतू उपलब्ध कराना ।
- 7 ग्राम पंचायत स्तर पर पेयजल सम्बन्धी कार्यक्रमो एंव नीतियो से ग्रामवासियो को अवगत कराना और अपेक्षित सहयोग करते हुए उनका अनुपालन सुनिष्टिचत करना।
- 8 हस्तान्तरित योजनाओ / हैण्ड पम्पो की परिसम्पत्तियो की सुरक्षा करना तथा एतद्विषयक अभिलेखो का उचित रख रखाव सुनिश्चित करना।
- 9 ग्राम पंचायत क्षेत्रान्तर्गत निर्मित पेयजल योजनाओ एंव हैण्ड पम्पो के पुनर्गठन/जीर्णोद्धार एंव निर्माण/अधिष्ठापन हेतु उपलब्ध कराये गये धन को निर्धारित नियमो एंव उपनियमो के अन्तर्गत व्यय सुनिश्चित करना।

- 10 ग्राम पंचायत स्तर पर ग्राम पंचायत उपभोक्ताओ से उपभोग शुल्क का निर्धारण करना एंव उसकी वसूली करना तथा वसूली गयी धनराशि को ग्राम पंचायत के खाते मे जमा करना।
- 11 ग्रामवासियो को जल संरक्षण यथा जल दोहन/पारम्परिक जल श्रोत/चालखाल का संवर्द्धन एंव जल के सदुपयोग/गुणवत्ता के सम्बन्ध मे उन्हें शिक्षित एंव जागरूक करना।

#### वित्तीय अधिकार / दायित्व

- 1 ग्राम पंचायत स्तर पर हस्तान्तरित पेयजल योजनाओ / हैण्ड पम्पो के सामान्य रखरखाव हेतु ग्राम पंचायत समिति को शासन / जिला पंचायत द्वारा दिये गये धन के सापेक्ष ग्राम पंचायत को हस्तान्तरित योजनाओं एंव हैण्ड पम्पो के अनुरक्षण प्रस्ताव प्रेषित करते हुए धन प्राप्त करना तथा उसका उचित उपयोग करना ।
- 2 पंचायती राज विभाग द्वारा निर्गत निर्देशो के अनुरूप ग्राम स्तर पर ग्राम पंचायती समिति के वित्तीय प्रबन्धन हेतु एक खाते का संचालन कराना और हैण्ड पम्पो/योजनाओ के सामान्य अनुरक्षण हेतु प्राप्त धन तथा स्थानीय स्तर पर संग्रहीत जलकर/जलमूल्य आदि को उस खाते मे जमा करना।
- 3 ग्राम पंचायत समिति द्वारा निर्धारित एंव वसूल किये गये जलकर / जलमूल्य का उपयोग जनहित की पेयजल योजना मे करना।

#### प्रशासनिक अधिकार / दायित्व

- 1 उत्तरांचल पेयजल निगम एंव उत्तराचंल जल संस्थान के ग्राम पंचायत स्तरीय अधिकारियो पर सामान्य प्रशासनिक नियन्त्रण ग्राम पंचायत का होगा।
- 2 ग्राम पंचायत अध्यक्ष द्वारा उक्त अधिकारियो को आकस्मिक अवकाश की स्वीकृति उनके भ्रमण कार्यक्रम का अनुमोदन, उपस्थिति सत्यापित करते हुए वेतन भुगतान की संस्तुति तथा उपार्जित/ चिकित्सा अवकाश की संस्तुति सक्षम प्रधिकारी को की जायेगी।
- 3 ग्राम पंचायत अध्यक्ष द्वारा उक्त अधिकारियो की वार्षिक प्रविष्टि हेतु प्रतिवेदक अधिकारी को अपनी संस्तुति / मन्तव्य प्रेषित किया जायेगा।

4 ग्राम पंचायत अध्यक्ष द्वारा उक्त अधिकारियो के स्थानान्तरण एंव उनके विरूद्ध अनुशासनिक कार्यवाही की संस्तुति सक्षम स्तर पर की जायेगी जिसको यथोचित संज्ञान मे लिया जायेगा।

#### सामान्य निर्देश

एक से अधिक ग्राम पंचायतो मे स्थित एकल पेयजल गुरूत्व योजनाओ के सम्बन्ध मे ग्राम पंचायतो की संयुक्त समिति गठित होगी। संयुक्त समिति एंव ग्राम पंचायतो द्वारा दायित्व निर्वहन मे निम्नानुसार सामान्य व्यवस्थाये रहेगी:—

- 1 उपकरणो की खरीद हेतु तकनीकी/प्रशासनिक स्वीकृतियां विभागीय निर्धारित मानको अनुसार की जायेगी तथा योजनाओ के आगणनो व योजना/संरचना (डिजाइन) के तैयार करने एंव बजट तैयार करने आदि कार्यो हेतु वर्तमान वित्तीय अधिकारो एंव नियमो के अधीन सीमा के सीमा के अन्तर्गत क्षेत्र पंचायत तथा जिला पंचायत स्तरीय उपसमिति निर्णय/संस्तुति करेगी तथा अपने –अपने अधिकार क्षेत्र से बाहर होने पर अपने से उच्च समिति को प्रकरण संदर्भित करेगी। जिला पंचायत ऐसे प्रकरण विभागध्यक्ष यथा स्वजल, उत्तराचंल पेयजल निगम एंव उत्तराचंल जल संस्थान को संदर्भित करेगी।
- 2 ग्राम पंचायत स्तर पर उपभोग शुल्क की वसूली ग्राम पंचाययत स्तर पर नियुक्त कर्मचारियों द्वारा सुनिश्चित की जायेगी तथा वसूल की गई धनराशि सम्बन्धित ग्राम पंचायत की ग्राम निधि के खाते में जमा की जायेगी तथा आवश्यकतानुसार निर्धारित प्रक्रिया / नियमो / उपनियमो के अधीन ग्राम पंचायत के क्षेत्रान्तर्गत पेयजल योजनाओ के रखरखाव हेतु व्यय की स्वीकृति दी जायेगी। समिति के खाते में अन्य श्रोतो से प्राप्त अनुदान / वित्तीय सहायता की धनराशि भी जमा की जायेगी।
- 3 वाह्य सहायतित योजनाओ एंव केन्द्रीय वित्त पोषित योजनाओ के क्रियान्वयन हेतु भारत सरकार के दिशा निर्देशों का कड़ाई से अनुपालन सुनिश्चित किया जायेगा।
- 4 ग्राम पंचायत स्तर पर उपभोग शुल्क की वसूली का कार्य संबधित समिति के मार्गदर्शन में विभागीय कर्मचारी द्वारा तब तक किया जाता रहेगा। जब तक कि समिति इसके लिए अपने स्तर से कोई वैकल्पिक व्यवस्था न कर ले किन्तु हस्ताप्तरित योजना के संबध में वसूल किया जाने वाला जलकर / जलमूल्य समिति के खाते में ही जमा कराया जायेगा।
- 5 ग्राम पंचायत उपभोग शुल्क एंव अन्य के श्रोतो में वृद्धि करने के लिए सार्थक प्रयास करेगी जिससे उसकी वित्तीय स्थिति सुदृढ़ हो सके।
- 6 ग्राम/क्षेत्र जिला स्तरीय विभागीय अधिकारियों को वेतन भुगतान यथावत सम्बन्धित विभाग द्वारा किया जायेगा जब तक कि सम्बन्धित समिति इस निमित्त पूर्णतः आत्म निर्भर नही हो जाती है।
- 7 हस्तान्तरित होने वाली पेयजल योजनाओं के विद्युत देयकों का भुगतान वर्तमान व्यवस्था के अधीन ही विभाग द्वारा तब तक किया जाता रहेगा जब तक कि सम्बन्धित समिति इस निमित्त पूर्णतः आत्मनिर्भर नही हो जाती।

उक्त व्यवस्थाये इस शासनादेश के निर्गत होने की तिथि से प्रभावी होगी जिसका कठोरता से अनुपालन सभी कार्यरत अधिकारियो कर्मचारियों एंव सभी पंचायतो के सम्मानित निर्वाचित सदस्यो द्वारा सुनिश्चित किया जायेगा।

भवदीय

ह0 (डा० एस०एस०सन्धू) सचिव

## संख्या 2121 / उन्तीस / 04-2 / 2004 तद्दिनांक

प्रतिलिपिः–निम्नलिखित को सूचनार्थ एंव आवश्यक कार्यवाही हेतु प्रेषित :–

- 1 निजी सचिव, मा0 मुख्यमंत्री जी, उत्तराचंल शासन को मा0 मुख्यमंत्री जी के संज्ञानार्थ।
- 2 समस्त प्रमुख सचिव / सचिव, उत्तराचल शासन, देहरादून।
- 3 स्टाफ आफिसर–मुख्य सचिव, उत्तराचल शासन, देहरादून।
- 4 स्टाफ आफिसर–अपर मुख्य सचिव, उत्तराचल शासन, देहरादून।
- 5 निदेशक, एन0आई0 सी0, उत्तराचल सचिवालय परिसर, देहरादून।
- 6 समस्त विभागाध्यक्ष।
- 7 मएडलायुक्त कुमायूँ / गढ़वाल मण्डल।
- 8 समस्त जिलाधिकारी, उत्तराचंल।
- 9 निदेशक,पंचाययती राज, उत्तराचल, देहरादून।
- 10 समस्त मुख्य विकास अधिकारी, उत्तराचंल।
- 11 वित्त अनुभाग –3।
- 12 गार्ड फाईल हेतु।

#### आज्ञा से

(अर्जुन सिंह) संयुक्त सचिव

# THE KUMAUM AND GARHWAL WATER (COLLECTION, RETENTION AND DISTRIBUTION) ACT 1975

The following English translation on of the Kumaun Tatha Garhwal Jal (Sangrah, Sanchaya Tatha Viteran) Adhiniyam, 1975 (Uttar Pradesh Adhiniyam Sankhya 46 of 1975) as passed by the Uttar Pradesh Legislature and assented to by the President on September 7, 1975 and was published in the U.P. Gazette (Extra) dated September 8, 1975.

#### U.P. ACT No. 46 of 1975

An act to regulate and control in the public interest the water sources in the hill-tracts of the Kumaun and Garhwal Division in order to ensure a rational distribution of water for the purposes of human and animal consumption, irrigation and industrial development.

It is hereby enacted in the Twenty sixth Year of the Republic of India as follows:-

#### 1. Short title and extent:

- 1. This act may be called the Kumaun and Garhwal water (Collection, Retention and Distribution) Act 1975.
- 2. It extends to the whole of Kumaun and Garhwal Divisions except the Kashipur, Bhabar, Rudrapur and Khatima sub-division in the district of Nainital and Kotdwar Bhabar area of Garhwal Divisions.

**Definitions:** In the Act unless the context other wise requires.

- Protected area means on area demarcated as such under clause (b) of sub Secton II of section 4.
- b. Prescribed means prescribed by this Act or by rules made under this Act.
- c. Water means water of rivers, streams flowing in natural channels, natural lakes and ponds or reservoirs and includes rain water.
- Water sources' means natural oozing out of water from underground streams channels and rivers lakes ponds reservoirs and other collections of still water including rain water.

- e. 'Water channel' means' a channel used for the communication of water for the purposes of human or animal consumption, irrigation or industry including the running of water mills.
- 3. Abolition 'of the right of the user of water:- On end from the fifteenth day of July 1975 all the existing rights (whether customary or otherwise and whether vested in any individual or in village communities) of user or water if any in the area which this Act extends, shall stand abolished

'Power' of Stale Government to regulate and control water and water resources: - (1) The State Government shall have the power-

- (a) To regulate and control, by rules made under this Act the collection retention and distribution of water and water sources;
- (b) Subject to the rules, if any, made in this behalf under this Act to demarcate areas for protection of water sources and to declare the same a protected areas and
- (c) To amend or cancel any declaration made under clause (b)
- 4. The state Government may, while exercising powers under sub saction (1), give preference to the persons or village communities whose rights in respect of water have been abolished under section 3
- 5. Power of the state Government to construction water channels etc.
- (1) The state Government shall have the power to construct any water channel tank of reservoir, or install any pumping machine or layout any pipe line in, upon, but it shall not thereby be deemed to have acquired any right in such land other than the right of user for the said purposes.
- (2) In exercise of the powers under sub- section (1) the State Government shall cause as little damage to the land as possible, and where during the course of any activity referred to in that sub- section, the whole or Part of the land is rendered unfct for the purpose for which it was being used immediately before

the commencement of such activity the persons interested in the land shall be entitled to compensation in accordance with provisions of the land Acquisition Act, 1894.

Provided that no compensation shall be payable in respect of mere laying out or passage of any pipe line in or through the land belonging to any person where such pipe line is laid not less than two feet below the surface of the land.

Provided further that nothing in this sub-section shall be construed to prevent any activity referred to sub-section (1) being started or continued until payment of compensation under this sub-section-

- (3) The amount of compensation referred to in sub-section (2) shall, be determined by the Sub-Divisional officers
- (4) Any party aggrieved by the order of the Sub-Visional Officer determining compensation under sub-section may, within thirty days of the date of such order after any appeal to the District Judge and the District Judge may either dispose of it himself or assign it for disposal to any Additional District Judge under his administrative control and may recall it from any such officer or transfer it to any such officer and the order passed on such appeal shall be final.
- (5) Not with standing any thing contained in sub-section (4) the compensation determined under sub section (3) by the sub divisional officer shall be paid as soon as may be without waiting for the result of such appeal.
- 6. Restrictions on construction etc: No person not being a Jal Sansthan constituted under the Uttar Pradesh Water Supply and Sewerage Ordinance, 1975, shall construct or cause to be constructed any water channel, tank, reservoir or water-mill, or install or cause to be installed any pumping machine, or lay out or cause to be laid out any pipeline, intended for taking the supply of water from any water sources, without prior permission in writing of the sub-divisional Officer.

7. Prohibition of against cutting trees etc. in catchment area - No person not being a Jal Sansthan constituted under the Uttar Pradesh Water Supply and Sewerage Ordinance 1975 shall cut any tree, bushes, shrubs or burned dried grass in any protected area without prior permission in writing of the Sub-Divisional Officer.

Provided that in respect of any nap land comprised in or protected area, this section shall have effect as if references to bushes, end shrubs were omitted.

## 8. Grant of permission:-

- Any person may apply to the Sub-Divisional Officer for permission to construct install or lay out many of the things mentioned in section 6 or to do an act mentioned in section 7.
- 2. On receipt of on an application under sub-section (1), the Sub-Divisional Officer shall make an enquiry and may in the public interest grant or refuse To grant the permission applied for and where the permission is so granted the officer may impose such conditions as it considers just and proper.
- 3. The order of the Sub-Divisional Officer under sub-section (2) shall subject to the result of an appeal under section 11 be final.

## 9. Revocation of Permission:-

- (1) Any permission granted under section 8 or any permission granted under the Kumaon Water Rules, 1930 and continuing in force by virtue of section 18 may be revoked by the Sub-Divisional Officer, if the person concerned commite a breach of any of conditions governing such permission or otherwise contravense any provision of this Act or the rules made therefore.
- (2) No order under sub section (1) shall be nude by the Sub-Divisional Officer unless the person concerned has been given an on opportunity of being heard.
- (3) Every order of the Sub Divisional Officer under sub section (1) shall subject to the result of an appeal under section 11 be final.

#### 10. Removal of Unauthorised act:-

- (1) If any water channel tank reservoir of water mill has been or is being constructed or any pumping machine has been or is being installed or pipe line has been or is being laid in contravention of the provisions of this Act. The sub-Division Officer may after notice to the person concerned and after giving him an opportunity of being heard, by order require, him to remove or stop the same or as the case may be, to restore the land to its original condition within a period specified in the order,
- (2) If the order made under sub-section (1) is not complied with by the person to whom it is directed within the specified period, the sub-divisional officer may get any work done in accordance with that order at the cost of that person and may also use or cause to be used such force as may be necessary, for securing compliance with such order.
- (3) Every order of the Sub-Divisional Officer under sub-section (1) or sub-section
  (2) shall subject to the result of an appeal under section 11 be final.
- (4) Any cost incurred under sub-section (2) shall on a certificate of the Sub-Divisional Officer be recoverable as arrears of land revenue from the person mentioned in the certificate.
- 11. **Appeals:** Any person aggrieved by an order of the Sub-Divisional Officer under section 8 or section 9 or section 10 may file an appeal in the manner prescribed before the Collector within thirty days of the date of such order, and the order of the Collector an appeal shall be final.
- 12. Power of various authorities and procedure to be followed by them -
- (1) The Sub-Divisional Officer the Collector and District Judge shall for the purpose of holding any inquiry of determining any dispute or hearing any appeal under this Act. have the same powers as are vested in the Civil Court under the Code of Civil practicing 1908 while trying a suit in respect of the following matters namely

- Summoning and enforcing attendence of any person and examining him on oath;
- (b) Receiving evidence on affiderits
- Making any local inspection or issuing commissions for the examination of witness or local investigation;
- (d) Requiring the discovery and production of documents;
- (e) awarding, subject to any rules made in that behalf, costs or special costs to any party or requiring security for costs from any party;
- (f) Recording a lawful agreement, compromise and making an order in accordance- therewith;
- (g) Dismissing an application or appeal for default and to restore it for sufficient cause;
- (h) Deciding a case ex-parte and to set aside, for sufficient cause, an order passed ex-parte;
- Allowing amendments of any application, objection or memorandum of appeal;
- (j) Issuing temporary in junction both prohibitory as well as mandatory;
- (k) Substituting legal representatives in case of the death of any party;
  - (1) Any other matter which may be proscribed.
  - (2) without prejudice to the provision of sub-section (1) the sub-Divisional Officer or the Collector or the District Judge as the case may be, shall have power to make any order for the ends of Justice or to prevent the abuse of process of its or his authority under this Act.

- Application of Limitation Act. 1963 The provisions of sections 4, 5 and 12 of the Limitation Act 1963, in so far as may be applicable shall apply to all proceeding under this Act.
- 14. Savings in respect of rights and powers or Municipal Boards and Notified Area Committee - Within the limits of' a Municipality or Notified Area as defined in the U. P. Municipalities Act, 1916 or a town area as defined in the U.P. Town Areas Act.1914 the provisions of this Act shall have effect subject to the following modifications namely:-
- (a) The provisions of sections 6, 8 and 9 shall have effect as if for the words 'Sub-Divisional Officer' the Municipal Board the Notified Area Committee or the Town Area Committee as the case may be or an officer authorised by it in that behalf were substituted;
- (b) Section 11 shall have effect as if the words section 8 or section 9 or were omitted.
- (c) Any water sources or water channel, whether situated within the limits of the municipality, notified area or town area or outside in the possession of the Municipal Board or Notified Area Committee or Town Area Committee immediately before the commencement of this Act shall not be affected by any provision of this Act.
- (d) if after the commencement of this Act, the Municipal Board the Notified Area Committee, the lower Area Committee requires any new water sources or any new water channels outside the limits of the municipality or notified area or town areas it may take supply of water from such water source or construct cause to be constructed any such water channel tank or reservoir or install or cause to be installed any pumping machine or layout or cause to be laid out any pipe outside such limits only with the prior permission in writing of the State Government.

- 15. Prohibition of use of injurious substances in water sources: No person shall use any water source chemical explosives or any other substance which may cause injury to endanger any fish or other aquatic organisms.
- 16. Power of exemption: The: State Government may be notification in the Gazette grant, subject to such conditions if any, as may be specified exemptions from all or any of the provisions of this Act in respect of such persons or class of persons or in respect of such class of ponds or reservoirs or other collections of still water (Including rain water) as may be specified and the State Government, may by a subsequent notification withdraw or modify any such exemption.
- 17. Power to delegate: The state Government may by notification in the Gazette delegate subject to such conditions, if any as it may specify any of its powers (except the power under section 21) to the Nigam or to a Jal Sansthan constituted under the Uttar Pradesh Water Supply and Sewerage Ordinance 1975 or to the Uttar Pradesh Parvatiya Vikas Nigam Limited a company registered under the Companies Act. 1956.

#### 18. Penalties:-

- (1) Whoever without proper authority and voluntarily does any of the following acts namely-
- Damages, alters obstructs or interfores with or increase or diminishes the supply of water in or the flow of water from through over or under any water source;
- (b) interferes with or alters the flow of water from, through over or under any water channel tank or reservoir or any pumping machine or pipe line, whether existing from before the: commencement of this Act or constructed, installed or laid after the commencement of this Act, by the State Government or any municipal Board or town area committee notified area committee or Jal Sansthan or Jal Sansthan or by any other public authority or with the permission of the Sub-Divisional Officer by any other person;

- (c) Contravenes the provisions of section 15, shall be punishable with imprisonment which may extend to one year and shall also be punishable with fine which may extend to one thousand rupees;
- (2) Whoever contravenes any other provisions of this Act or any order made there under shall be punishable with fine which extend to five hundred rupees and if the offence, contiuing offence with a further fine not exceeding twenty five rupees for every day during which the offence continues after the date of first conviction for such offence.
- (3) Provisions of sub-sections (1) and (2) shall also apply in respect of any attempt or abetment of offence referred to in the said sub-sections.
- (4) All offence punishable under sub-section (1) shall be cognizable.

### 19. Offences by companies:-

(1.) If the person committing an offence under this Act is a company, the company as well as every person in charge of and responsible to the company for the conduct of its business at time of the commission of the offence shall be deemed to be guilty it the offence and shall be liable to be proceeded against and punished accordingly.

Provided that nothing contained in this sub-section shall render any such person liable to any punishment if he proves that the offence was committed without his knowledge of that he exercised all due diligence to prevent the commission of such offence.

(2.) Not with standing anything contained in sub-section (1), where any offence under this Act has been committed by a company and it is proved that the offence has been committed with the consent or connivance of, or that the commission of offence is attributable to any neglect on the part of any managing agent, secretaries and treasures, director, managers or other officer of the company such managing agents, secretaries and treasurers director, manager or other officer of the company shall also be deemed to be guilty of that offence and shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation: For the purpose of this section -

- (a) 'Company' means any body corporate and includes a firm or other association of individuals and
- (b) 'Director' in relation to a firm means a partner in the firm.
- 20. **Protection of action:-** No proceeding or order purporting to be taken or made under this Act shall be cabled in question in any court and no civil or criminal proceeding shall be instituted against any person for anything done or intended to be done in good faith under this Act.

#### 21. Power to make rules:-

- (1) The State Government may be notification in the Gazette make rules for the purposes of this Act.
- (2) All rules made under this Act shall as soon as may be after they are made be laid before each House of the State Legislature while it is in session for a total period of thirty days comprised in its one session or more than one successive secsion and shall unless some later date is appointed take effect, from the date of their publication in the official Gazette subject to such modification or annulments as the two Houses of Legislature may during the said period agree to make, so however that any such modification or annulments shall be without prejudice to the validity of anything previously done there under.
- 22. Continuance of Kumaun Water Supply Rules, 1930 The Kumaun Water Supply Rules 1930 in so far as they are not inconsistent with the provisions of this Act, shall be deemed to have been made under this Act. And they shall continue in force until they are altered or repealed or amended by rules made in exercise of the powers conferred by or under section 12.

#### 23. Repeal and sawings -

- The Kumaun and Garhwal Water Collection Retention and Distribution)
  Ordinance, 1975 (U.P. Ordinance no. 19 of 1975) is hereby repealed.
- (2) Not with standing such repeal anything done or any action taken under the said Ordinance shall be deemed to have been done or taken under this Act as if this Act had come into force on July 15, 1975.

## dk 🕼; eglác Vld] x<ely ty 1 🕊 lu] 628jš dlž Zj 🕅 ngj kmA

दिनांकः 6–1–89

उपरोक्त की प्रतिलिपि निम्नलिखित को सूचनार्थ एंव आवष्यक कार्यवाही हेत् प्रेषित हैं।

- अधिकासी अभियन्ता, अनुरक्षण खण्ड, गढ़वाल जल संस्थान, देहरादून/पौड़ी/चमोली/
  टिहरी/उत्तरकाषी/कोटद्वार/मसूरी
- 2. जल कल अभियन्ता, जल संस्थान, देहरादून/ऋषिकेष/विकासनगर
- 3. वित्त प्रबन्धक, ग०ज०स०, मुख्यालय
- 4. कार्यालय अधीक्षक, ग०ज०स०, मुख्यालय / व०आ०प्रा०मु०, ग०ज०स०
- 5. सम्बन्धित पत्रावली

g0

## egliizVld

#### KUMAUN AND GARHWAL WATER ACT - 1975 Vs PROPOSED ACT - 2003

The Kumaun and Garhwal Water (Collection, retention and distribution) Act - 1975 (U.P. Act 46 of 1975) was basically framed to ensure rational distribution of water in hilly tracts for purposes of and animal consumption, irrigation and industrial development.

Though this Act relates mainly to Jal Sansthan but Irrigation Department has interest in this Act. as it regulates use of water for developing irrigation in the hilly region of Uttaranchal. Hence they draft of the proposed Act has been prepared by Irrigation Department. The proposed changes from the old Act of 1975 to the proposed Act 2003 are given below:

#### 1. Section 1 (Extent of Act):

The old act of 1975 is for Kumaun & Garhwal Divisions but excludes regions of Kashipur Bhabar, Rudrapur(now Udham Singh Nagar), Khatima Sub-Division of Distt. Nainital in Kumaun Division and Kotdwar Bhabar area of Garhwal Division.

In the proposed Act, the extent of Act excludes Bhabar and Tarai acas of Kumaun Division and Kotdwar Bhabar area and district Haridwar of Garhwal Division.

The change is necessary as Distt Haridwar has been included in Garhwal Division, only after formation of Uttaranchal.

- 2. Section 2 Definition under this section two terms have been added for definition.
- (a) Designated Body In the old Act, the permission for use of water by individual or company was to be accorded by Sub-divisional officer. In the proposed Act, this power is to be given to a "designated body" consisting of members of Jal Sansthan, Irrigation and other departments/bodies connected with the use and disposal of water and to be headed by Collector.

Change is necessary for fixing priorities in use of water and taking decision for the optimal use of water.

(b) Appointed Day - The original Act came into effect after repealing of ordinance (section 23) whereas the present Act shall come into effect after it is passed by Legislative Assembly, Appointed day is the date when this Act comes into force.

### 3. Section 5 Sub-sections 3 to 5:

In the original Act, compensation for land (required for construction works) was to determined by Sub-divisional officer. In the proposed draft, this power has been given to Collector as compensation cases have to be approved by Collector.

#### 4. **Section 6:**

In the original Act, permission for any work related to water carrier or retention has to be given by sub-divisional officer. In the proposed Draft for Act 2003, this power has to be given to "Designated Body" as explained in section-2 (Similar change in section 8 to 11,14 and 17(b) of the old Act has also been done).

#### 5. Section - 7:

In the old Act, permission for cutting of trees, shrubs and bushes etc. in protected area was to be given by Sub-divisional officer. Now the sanction of forest department/Horticulture department is necessary. As such this section has been modified.

#### 6. Section - 12:

For holding inquiry Sub-divisional officer was also included with the Collector and Distt. Judge. Now functions of Sub-divisional officer have been given to "Designated Body". Hence his name has been deleted.

### 7. Section - 17:

**Power to Delegate:** In the old Act, delegation of Powers under this Act could be given to any Nigam, Jal Sansthan or U.P. Pravitiya Vikas Nigam Ltd. Now this delegation has been proposed to Jal Sansthan or any specified body.

## 8. Section - 18:

**Penalties:** In clause 18(c) the penalty has been raised from Rs. 1000 in the old Act to Rs. 5000 in the proposed Act, as the old Act was of year 1975. Similarly the daily fine of Rs. 20 has been proposed to Rs. 20,00 per day in case the contravening of Act continues.

In clause 18(2) the penalty has been raised from Rs. 500.00 to Rs. 2000.00 and the daily fine of Rs. 20.00 per day has bee proposed to be Rs. 30.00 per day in the proposed act.

## 9. Section 2(2):

U.P. has two Houses of legislatures, whereas Uttaranchal has one house only. Hence passing of Act has to be done by one house only.

## CONCLUSION:

The main difference between old Act and proposed draft is replacement of powers of Sub-divisional officer by "Designated Body" in which Irrigation Department is also represented.

Government may also consider representation of Irrigation Department, while constituting Jal Sansthan for Uttaranchal.

## THE KUMAUN & GARHWAL WATER:

## (Collection Retention & Distribution Act - 2003)

#### AN

### ACT

To regulate and control In the public Interest the water sources In the hill-tracts of Kumaun & tiwal Divisions In order to ensure a rational distribution of water for the purpose of human and animal consumption, irrigation and Industrial development.

| Short title & extent | 1. (1) This Act. may be called the Kumaun & Garhwal Water (Collection, Retention and Distribution) Act-2003.   |
|----------------------|--|
|                      | (2) It extends to the whole of Kumaun & Garhwal Divisions<br>except the Bhabar & Taral areas of Kumaun Division and<br>Kotdwar Bhabar area & District Harldwar of Garhwal<br>Division. |
| Definition           | 2. In this Act, unless the context otherwise requires –  |
|                      | (a) "Protected area" means an area demarcated as such under clause (b) of sub-section (1) of section 4;  |
|                      | (b) "Prescribed" means prescribed by this Act or by rules made under this Act.   |
|                      | (c) "Water" means water, of rivers, streams flowing in natural channels, natural channels, natural lakes and ponds, or reservoirs and includes rain water;                             |
|                      | (d) "Water sources" means natural oozing out of water, from underground streams, channels and rivers, lakes, ponds,  |

reservoirs and other collections of still water including rain water;

(e) "Water channels" means a channel used for the communication of water for the purpose of human or animal consumption, irrigation or industry including the running of water-mills;

(f) "Designated body" means body consisting of members of Jal Sansthan, Irrigation and other Departments/bodies connected with use and disposal of water and to be headed by Collector;

(g) "Appointed day" means the day when this Act is passed by the Uttaranchal Vidhan Sabha;

Abolition of the right<br/>of the user water3. On and from the appointed day all the existing rights<br/>(whether customary or otherwise and whether vested in any<br/>individual or in village communities) of user of water. If any,<br/>in the areas to which this act is and abolished.

4.(1) The State Government shall have the power-

Power of the State Government to regulate and control water & water resources

(a) To regulate and control, 'by rules made under this Act, the collection, retention & distribution .of Water and water sources.

(b) Subject to the rules. If any made in this behalf under this Act, to demarcate areas for protection of water sources and to declare the same as protected area; and

(c) to amend or cancel any declaration made under clause(b);

(2) The State Government may, while exercising powers under sub-section (1) give preference to the persons or village communities whose rights in respect of water have been abolished under section 3;

Power of the State Government to construct water channels etc.

5.(1) The State Government shall have the power to construct any water channel, tank or reservoir or install any pumping machine or Jay out any pipeline in, upon or through the land belonging to or held by any person, but it shall not thereby be deemed to have acquired any right in such land other than the right of user for the said purposes.

(2) In exercise of the powers under section (1), the State Government shall cause as little damage as possible, and where during the course of any activity referred to in that sub-section the whole or part of the land is rendered unfit for the purpose for which it was being used immediately before the commencement of such activity, the persons interested in the land shall be entitled to compensation in accordance with the provisions of the Land Acquisition Act, 1894.

Provided that no compensation shall be payable in respect of mere laying out or passage of any pipeline in or through the land belonging to any person where such pipeline is laid not less than 0.6 metres below the surface of the land;

Provided further that nothing in this sub-section shall be construed to prevent any activity referred to in sub-section (1) being started or continued until payment of compensation under this sub-section.

(3) The amount of compensation referred to in sub-section (2) shall, be determined by the Collector.

(4) Any aggrieved by the order of the party Collector determining compensation under sub-section (3) may, within 30 days of the date of such order, prefer an appeal to the District Judge and District Judge may either dispose of it himself or assign it for disposal to any additional District Judge under his administrative control and may recall It from any officer or transfer It to any such officer, and the order passed on such appeal shall be final.

(5) Notwithstanding anything contained in sub-section (4), the compensation determined under sub-section (3) by the, Collector shall be paid as soon as may be, without waiting for the result of such appeal.

(6) No person shall cause to be constructed any water channel, tank, reservoir or water mill, or install or caused to be installed any pumping machine, or layout or cause to be laid out any pipe line, intended for taking the supply of water from any water sources, without prior permission in writing of the designated body.

Prohibition of cutting<br/>trees etc in<br/>catchment area(7) No person shall cut any tree/bushes, shrubs or bum dried<br/>grass in any protected area without prior permission of<br/>Forest Department/Horticulture Department as the case may<br/>be.

Provided that in respect of any nap land comprised in or protected area, these sections have effect as if references to bushes and shrubs were omitted.

Grant of permission 8- (1) Any person m-y apply to the designated body for permission to construct. Install or lay out any of the things mentioned in section 6.

(2) On receipt of an application under sub-section (1), the designated body shall make an enquiry and may in the public Interest grant or refuse to grant the permission applied

for, and where the permission is so granted, the body may impose such conditions as it considers just and proper.

(3) The order of the debated body under sub-section (2) shall, subject to the result of an appeal under section 11, be final.

Revocation of permission 9.(1) Any permission grafted under section 8 or any permission granted under the Kumaun Water Rule, 1930 and continuing in force by virtue of section 18 may be revoked by the designated body, if the person concerned commits a breach of any of condition governing such permission or otherwise contravenes any provision of this Act or the rules made there under.

(2) No order under sub-section (1) shall be made by the designated had unless the person concerned has been given an opportunity of being heard.

(3) Every order of the designated body under sub-section (1) shall, subject to the result of an appeal under section 11, be final.

Removal of10.(1) If any water channel, tank, reservoir or water mill hasUnauthorised Actbeen or is being constructed or any pumping machine has

been or is being Installed, or pipe line has been or is being laid in contravention of the provision of this Act, the designated body may, after notice to the person concerned and after giving him an opportunity of being heard, by order require him to remove or stop the same or as the case may be, to restore the land to its original condition within a period specified In the order.

(2) If the order made under sub-section (1) is not complied with, by the person to whom it is directed, within the specified period, the designated body may get any work done In accordance with that order at the cost of that person and may also-use or cause to be used such force as may be necessary, for securing compliance with such order.

(3) Every order of the designated body under sub-section (1) or sub-section (2) shall, subject to the result of an appeal under section 11, be final.

(4) Any cost incurred under sub-section (2) shall on a certificate of the designated body be recoverable as arrears of land revenue, from the person mentioned in the certificate.

Appeals 11. Any person aggrieved by an order of the designated body under section 8 or section 9 or section 10 may file an appeal in the manner prescribed, before the Collector within thirty days of the date of such order, and the order of the Collector on appeal shall be final.

12. (1) The Collector and the District Judge shall for the purpose of holding any inquiry or determining any dispute or hearing any appeal under this Act have the same powers as are vested in the Civil Court under the Code of Civil

Procedure, 1908 while trying a suit, in respect of the following matters, namely -

(a) Summoning and enforcing the attendance of any person and examining him on oath; determined by the Collector.

(4) aggrieved by the order of the Any party Collector determining compensation under sub-section (3) may, within 30 days of the date of such order, prefer an appeal to the District Judge and District Judge may either dispose of it himself or assign it for disposal to any additional District Judge under his administrative control and may recall it from any such officer or transfer it to any such officer, and the order passed on such appeal shall be final.

(5) Not with standing anything contained in sub-section (4), the compensation determined under sub-section (3) by the Collector shall be paid as soon as may be, without waiting for the result of such appeal.

(6) No person shall construct or cause to be constructed any water channel, tank, reservoir or water mill, or install or caused to be installed any pumping machine or layout of cause to be laid out any pipe line, intended for taking the supply of water from any water sources, without prior permission in writing of the designated body.

Prohibition of cutting<br/>trees etc in(7) No person shall cut any tree, bushes, shrubs or bum<br/>dried grass in any protected area without prior permission of<br/>Forest Department/Horticulture Department as the case may<br/>be.

Provided that in respect of any nap land comprised in or protected area, this section has effect as if references to bushes and shrubs were omitted.

Grant of permission 8. (1) Any person may apply to the designated body for permission to construct, install or lay out any of the things mentioned in section 6.

(2) On receipt of an application under sub-section (1), the designated body shall make an enquiry and may in the public interest grant or refuse to grant the permission applied for and where the permission is so granted, the body may impose such conditions as it considers just and proper.

(3) The order of the designated body under sub-section (2) shall, subject to the result of an appeal under section 11, be final.

Revocation of
 9. (1) Any permission granted under section 8 or any permission
 9. (1) Any permission granted under the Kumaun Water Rule, 1930 and continuing in force by virtue of section 18 may be revoked by the designated body, if the person concerned commits a breach of any of condition governing such permission or otherwise contravenes any provision of this Act or the rules made there under.

(2) No order under sub-section (1) shall be made by the designated body, unless the person concerned has been given an opportunity of being heard.

(3) Every order of the designated body under sub-section (1) shall, subject to the result of an appeal under section 11, be final.

Removal of Unauthorised Act 10.(1) If any water channel, tank, reservoir or water mill has been or is being constructed or any pumping machine has been or is being Installed, or pipe line has been or is being laid in contravention of the provision of this Act, the designated body may, after notice to the person concerned and after giving him an opportunity of being heard, by order require him to remove or stop the same or as the case may be, to restore the land to its original condition within a period specified in the order.

(2) If the order made under sub-section (1) is not complied with, by the person to whom it is directed, within the specified period, the designated body may get any work done in accordance with that order at the cost of that person and may also use or cause to be used such force as may be necessary, for securing compliance with such order.

(3) Every order of the designated body under sub-section (1) or sub-section (2) shall, subject to the result of an appeal under section 11, be final.

(4) Any cost incurred under sub-section (2) shall on a certificate of the designated body be recoverable as arrears of land revenue, from the person mentioned in the certificate.

Appeals 11. Any person aggrieved by an order of the designated body under section 8 or section 9 or section 10 may file an appeal in the manner prescribed, before the Collector within thirty days of the date of such order, and the order of the Collector on appeal shall be final.

12. (1) The Collector and the District Judge shall for the purpose of holding any inquiry or determining any dispute or hearing any appeal under this Act have the same powers as are vested in the Civil Court under the Code of Civil Procedure, 1908 while trying a suit, in respect of the following matters, namely -

(a) Summoning and enforcing the attendance of any person and examining him on oath;

(b) Receiving evidence on affidavits

(c) Making any local inspection or issuing commissions for the examination of witness or local Investigation

(d) Requiring the discovery a produse of documents

(e) awarding, subject to any rules made in that behalf, costs or special costs to any party or requiring security for the cost from any party ;

(f) Recording a lawful agreement, compromise and making an order in accordance therewith;

(g) Dismissing an application or appeal, for default and to restore it for sufficient cause;

(h) Deciding a case ex-parte and to set aside, for sufficient cause, an order passed ex-parte;

(i) Allowing amendments of any application, objection or memorandum of appeal;

(j) Issuing temporary injunction, both prohibitory as well as mandatory;

(k) Substituting legal representatives in case of the death of any party;

(1) Any other matter which may be prescribed;

(2) Without prejudice to the provision of sub-section (1), the Collector, or the District Judge as the case may be, shall have power to make any order for the ends of justice or to prevent the abuse of process of its or his authority under this Act.

Application of limitations Act 1963 savings in respect of rights and powers of Municipal Corporations Municipal Boards and Notified Area Committee

13. The provisions of sections 4, 5 and 12 of the Limitations Act, 1963 in so far as may be applicable shall apply to all proceeding under this Act.

14. Within the limits of a Municipal Corporation, Municipality or Notified Area as defined in the Uttaranchal Municipal Corporation Act, Uttaranchal Municipalities Act or a town area as defined in the Uttaranchal Town Areas Act, the provisions of this Act shall have effect subject to the following modifications, namely -

(a) the provisions of sections 6, 8 and 9 shall have effect as if for the words "designated body" "the Municipal Corporation, the Municipal Board, the Notified Area Committee or the Town Area Committee, as the case may be or an officer authorised by it in that behalf were substituted.

(b) Sections 10 shall have effect as if the words "section 7 or section-8 or were omitted.

(c) any water sources or water channels, whether situated within the limits of the municipal corporation, Municipality, notified area or town area or outside in the possession of the Municipal corporation, Municipal Board or Notified Area Committee or Town Area Committee immediately before the commencement of this Act shall not be affected by any provision of this Act;

(d) If after the commencement of this Act, the Municipal Corporation, the Municipal Board, the Notified Area Committee, or the Town Area Committee requires any new water sources or any new water channels outside the limits of the Municipal Corporation, Municipality or Notified Area or Town Area it may take supply of water from such water source or construct or cause to be constructed any such water channel, tank or reservoir or install or cause to be installed any pumping machine or layout or cause to be constructed any such water channel, tank or reservoir or install or cause to be laid out any pipeline outside such limits only with the prior permission in writing of the State Government.

Prohibition of use of<br/>injurious substance in<br/>water sources15. No person shall use in any water source chemicals,<br/>explosives or any other substance which may cause Injury to<br/>or endanger any fish or other aquatic organisms.

Power of exemption 16. The State Government may be notification in the Gazette grant, subject to such conditions, if any, as may be specified, exemptions from all or any of the provisions of this Act in respect of such persons or class of persons or in respect of such class of ponds or reservoirs or other collection of still water (including rain water) as may be specified, and the State Government may by a subsequent notification withdraw or modify any such exemption.

Power to delegate 17. The State Government may by notification in the Gazettee delegate, subject to such conditions, if any, as it may specify, any of its powers (except the power under section 21) to Jal Sansthan, or any other specified body.

Penalties 18. (1) whoever, without proper authority and voluntarily does any of the following acts namely -

(a) Damages, alters, obstructs or interferes with or increases or diminishes the supply of water in or the flow of water from, through, over or under any water source;

(b) Interferes with or alters the flow of water from, through, over or under any water channel, tank or reservoir or any pumping machine or pipeline, whether existing from before the commencement of this Act or constructed installed or laid after the commencement of this Act, by the State Government or any municipal corporation, municipal board or town area committee, nouned area committee or Jal Sansthan or by any other public authority or with the permission of the designated body by any other person ;

(c) Contravenes the provisions of section 15, shall be punishable with imprisonment which may extend to one year and shall also be punishable with fine which may extend to five thousand rupees;

(2) Whoever contravenes any other provisions of this Act or any order made there under shall be punishable with fine which may extend to two thousand rupees, and if the offence is a continuing offence, with a further fine not exceeding fifty rupees for every day during which the offence continues after the date of first conviction for such offence

(3) Provisions of sub-sections (1) and (2) shall also apply in respect of any attempt or abatement of offence referred to in the said sub-sections.

(4) All offences punishable under sub-section (1) shall be cognizable.

Offences by Companies 19. (1) If the person committing an offences under this Act is a company, the company as well as every person in-charge of and responsible to the company for the conduct of its business at the time of the commission of the offence shall be deemed to be guilty of the offence and shall be liable to be proceeded against and punished accordingly.

> Provided that nothing contained in this sub-section shall render any such person liable to any punishment if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

> (2) Notwithstanding anything contained in sub-section (1), where any offence under this Act has been committed by a company and it is proved that the offences has been committed with the consent or connivance of or that the

commission of offence is attributable to any neglect on the part of any managing agent, secretaries and treasurers, directors, managers or other officer of the company, such managing agents, secretaries and treasurers, director, manager or other officer of the company shall also be deemed to be guilty of that offence and shall be liable to be proceeded against and punished accordingly.

Explanation - For the purpose of this section -

(a) "Company" means any body corporate and includes a firm or other association of individuals: and

(b) "Director" in relation to a firm, means a partner in the firm.

Protection of action 20. No proceeding or order purporting to be taken or made under this Act shall be called in question in any court and no civil or criminal proceeding shall be instituted against any person for anything done or intended to be done in good faith under this Act.

21. (1) The State Government may by notification in the Gazette make rules for carrying out the purposes of this Act.

Power to make rules (2) All rules made under this Act shall, as soon as may be after they are made, be laid before Uttaranchal Vidhan Sabha while it is in session for a total period of thirty days comprised in its one session or more than one successive sessions and shall unless some later date is appointed take effect from the date of their publication in the Official Gazette subject to such modification or annulment as the Uttaranchal Vidhan Sabha may during the said period agree to make; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done thereunder.

Continuance of Kumaun Water Supply Rules 1930 22. The Kumaun Water Rules 1930, in so far as they are not inconsistent with the provisions of this Act, shall be deemed to have been made under this Art and they shall continue in force until they are altered or replaced or amended by rules made in exercise of the powers conferred by or under section 21.

### PART IX A<sup>4</sup>

#### THE MUNICIPALITIES

#### (Arts 243P to 243ZG)

Part IX-A was added to the Constitution by the Constitution (73<sup>rd</sup> Amendment) Act, 1992. This amendment has added 18 new articles and a new schedule - Twelth Schedule relating to urban local bodies in the Constitution. Like Panchayati Raj Amendment the 73rd Amendment provides for constitutional sanction to the urban governing institutions ensuring regular elections and enabling them to play a greater role in the development of urban areas. This provides for three types of municipal corporations and reservation of seals in every municipality for Scheduled Castes, Scheduled Tribes and women. The Amendment empowers the State legislature to confer necessary powers and responsibilities upon the municipalities in respect of preparation, of plan for economic development, levy of taxes and duties by municipalities.

Constitution of municipalities – Art 243Q provides, for the establishment of the following three types of municipal corporations for urban areas –

- (a) A Nagur Panchayat for a transitional area, that is to say, an area is transition from a rural-area to a urban area,
- (b) A Municipal council for smaller urban area, and
- (c) A Municipal corporation for a larger urban area.

A Municipality, however, under this clause may not be constituted in such urban area or part thereof if the Governor, having regard to the size of the area and the municipal services being provided or proposed to be provided by an industrial establishment in that urea and such other factors, as he deems lit, by public notification specify to be an

4. Part IX A came into toree w.e.f. 1.6.1993.

#### CONSTITUTION LAW OF INDIA CHAP. 28

Industrial Township, in an industrial township all the facilities may be provided by an industrial establishment, a municipality may not be constituted in such an urban area.

In this article, "a transitional area", "a smaller urban area" or "a larger urban area" means such area as the Governor may, having regard to the population of the area, the density of the population therein, the revenue generated for local administration, the percent of employment in non-agricultural activities, the economic or such other factors as he may deem fit, specify by public notification for the purposes of this part.

A "Municipality" means an institution of self government constituted under Art 243Q.

**Composition of Municipalities -** Art 243R provides that save as provided in clause (2), all the scats in a municipality shall be filled by persons chosen by direct elections from territorial constituencies in the Municipal area. For this purpose each Municipal area shall be divided into territorial constituencies to be known as Wards.

The legislature of a State may by law, provide for the representation in a Municipality of the following –

- (i) persons having special knowledge or experience to Municipal administration;
- (ii) The members of the Lok Sabha and the Legislature Assembly of the State representing constituencies which comprise wholly or partly the Municipal area;
  - (iii) the members of the Rajya Sabha and the Legislative Council of the State registered as electors within the Municipal area;

 (iv) The Chairpersons ill the committees constituted under clause (5) of Art. 243S.

However, the persons referred to in paragraph (i) shall not have the right to vote in the meeting of the Municipality.

The legislature will also by law provide the manner of election of the chairpersons of a Municipality.

A "Municipal area" under Art 243R means the territorial area of a Municipality as is notified by the Governor.

**Constitution and composition of Wards Committees -** Art 243S provides for the constitution of wards committees consisting of one or more wards within the territorial area of a Municipality having a population of three lakhs or more.

The legislature of State may by law, make provision with respect to -

- (a) The composition and the territorial area of a wards committee;
- (b) The manner in which the seats in a wards committee shall be filled.

A member of a Municipality representing a ward within the territorial area of the (wards committee shall be a member of that committee. Where a words committee consists of one ward, the member representing that ward in the Municipality shall be the Chairperson of the committee. Where a wards committee consists of two or more wards, one of members representing such wards in the Municipality elected by the members of the words committee shall be the Chairperson of that committee [clause (4)]. Nothing in this Article shall prevent the legislature of a State from making provisions for the constitution of committees in addition to the wards committees [clause (5)].

Under Article 243S "Population" means the imputation as ascertained at the last preceding census of which the relevant figures have: been punished. For this purpose the census of 1971 is the basis.

## CHAP. 28 PANCHAYATS AND MUNICIPALITIES

**Reservation of seats in Municipalities** – Art 243-T provides for the reservation of seats for the member of Scheduled Castes and Scheduled Tribes in every Municipality. The number of seats reserved for them shall be as nearly as may be, in same proportion to the total number of seats to be filled by directed election in that Municipality as the population of the SCs and STs in the municipal area bears to the total population of that area and such seats may be allotted by rotation to different constituencies in a Municipality.

Out of the total number of seats reserved under clause (1), 1/3 seats shall be reserved for women belonging to the SCs and STs as the case may be out of total number of seats (including the number of seats reserved for women belonging to the Scs and STs), to be filled by direct election in every Municipality 1/3 seats shall be reserved for women. Such seats may be allotted by rotation to different constituencies in a Municipality [clause (2) and (3)]. The office of Chairpersons in the Municipalities shall be reserved for the SCs, STs and women in such manner as the legislature of a Stale may, by law provide.

In *Saraswati Devil* v. *Shanti* Devi the appellant and the respondents were both Scheduled Castes women. Elections were held to Loharu Municipal Committee. For the purpose of election for the members of the Loharu Municipal area were divided into 11 wards. Out of 11 wards three wards, namely, ward I, 4 and 5 were reserved for members belonging to Scheduled Castes. Out of these three wards, ward 5 was reserved for Scheduled Caste women, and ward 2 was reserved for Backward Classes.and wards 8, 10 & 11 were reserved general women. Elections to Loharu Municipal Committee were held under the provision of *Haryana Municipal Act, 1973.* In the said elections the appellant was elected from ward No. 5 reserved for SCs women while respondent was declared elected from ward no. 11 which was reserved for general women. As per Section 10 sub - section (5) of the Act, the office of the President in the Municipality shall be filled from amongst the members belonging lo general category, Scheduled Castes,
Backward Classes and women by rotation and by casts in the manner prescribed. Rule 10, sub-rule (4) of the Haryana Municipal Elections Rules, 1978 prescribes the manner in which the election to the office of the President of Municipality could be held. The Government by notification 1995, declared in terms of Rule 70 (4) of Election Rules that the Seats of President Municipal. Committee, Loharu shall be filled from the members belonging Scheduled Caste category. The respondent contended that as she was also an elected member belonging to Scheduled Castes Women Category she was entitled to contest 'for the Presidentship of the municipality. In view of her claim the Government by its order dated:11 Feb. 1995 clarified that where there was a single member of Scheduled Caste Category in a municipality elected from reserved ward the office of President was to be filled up from the amongst the members belonging to Scheduled Caste Category. Such member (man or woman) belonging to Scheduled Castes category shall be deemed to have been elected as President of such municipality under sub-rule (4) of Election Rules., This clarification put the Respondent No. 1 out of contest for the Presidentship as she was elected not on Scheduled Castes seats but on a seat available for General Category Women. Consequently, she filed a writ petition in the Haryana High Court for quashing the aforesaid Government order. Pending this petition the Government by a notification appointed the appellant as President, Municipal Committee, Lohuru as according to the Government the post was by rotation and there was only solitary candidate the appellant who was elected as Scheduled Castes women from wards No. 5. The Supreme Court held that the respondent was not entitled to contest the election of President of Municipality as she was not elected on a seat reserved for Scheduled Castes Women but on a seat reserved for general category women from ward No. 11. The appellant, in ward 5 from where the appellant contested general category women could not have contested, and only SC's women could have contested and in that context appellant emerged successful.

6. AIR 1997 SC 145.

<sup>5.</sup> Clause (4) of Art. 243T.

### CONSITUTIONAL LAW OF INDIA CHAP. 28

Thus the post of President, Loharu Municipalty was subjectilo double reservation of being available only Io an elected member who was a Scheduled Castes woman she must have been elected on the Scheduled Castes seat from the ward reserved for such Scheduled Castes candidates. In view of Art. 243 and Section 10 (5) and Rule 70 (4) it is clear that offices of the President are to be filled from among members belonging to different categories by rotation and by Iots. The post of President of Loharu Municipal Committee was reserved for SC's women. Since the to SC's category her appointment as President of Loharu, Municipal Committee was Constitutional and valid.

**Reservation of seats for Backward class of citizens** – Under clause (6) the legislature is empowered to make provisions for reservations of seats in any Municipality of office Chairpersons in the Municipalities in favour of backward class of citizens.

All kinds of reservation of seats shall cease to have effect on the expiration of the period specified in Art 334 that is (upto 50 years from the commencement of the Constitution).

**Duration of Municipalities -** Art 243U provides that every Municipality, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting. Thus (the maximum duration of a Municipality is five years, but it may be dissolved even earlier, But before dissolution the Municipality shall be given a reasonable oppurtunity of hearing. No amendment of any law for the time, being in force shall have the effect of causing dissolution of a Municipality, at any level, which is functioning immediately before such amendment, till the expiration of its normal duration of five years.

An election to constitute to Municipality shall be completed before the expiration of its duration and before the expiration of a period of six months from

the date of its dissolution in case it had been dissolved earlier. But where (the remainder of the period for which the dissolved Municipality would have continued is less than six months, it shall not be necessary to hold elections under (the clause for constituting the Municipality for such period. [Clause (3)]

A Municipality constituted] upon the dissolution of a Municipality before the expiry of its duration shall continue only for the remainder of the period for which the dissolved Municipality would have continued under clause (1) had it not been so dissolved. [Clause (4)]

**Disqualification for Membership -** According to Art 243V a person shall be disqualified for being chosen as, and for being, a member of a Municipality –

- If he is so disqualified by or under any law for the time being in force for the purposes of elections to the Legislature of the State concerned;
- (b) If he it is so disqualified by or under any law made by the Legislature of the State.

However, a person shall not be disqualified on the ground that he is less than 25 years of age, if he has attained the age of 21 years. Thin a person having attained the age of 21 years is eligible for being chosen as a member of a Municipality.

If any question arises as to whether a member of a Municipality has become subject to any of the disqualification mentioned in clause (J) the question shall be referred to for decision of such authority and in such manner as the Legislature of a State may, by law, provide.<sup>7</sup>

**Powers, authority and responsibilities of Municipalities -** Under Art 243W, the Legislature of a State, subject to the provisions of this Constitution, is empowered by law to endow –

(a) the Municipalities with such powers and authority as may be necessary to

enable them to function as institution of Self-government and such law may contain provisions for the devolution of powers and responsibilities upon Municipalities, subject to such conditions as may be specified therein, with respect to -

- (i) the preparation of plans for economic development and social justice;
- the performance of functions mid the implementation of schemes as may be entrusted to them including those in relation to the matters listed in the Twelfth Schedule;
- (b) the committees with such powers and authority as may be necessary to enable them to carry out the responsibilities conferred upon them including those in relation to the mailers listed in the Twelfth Schedule.

The Twelfth Schedule mentions 18 subjects on which a Municipality will be empowered by the State Legislature by law to exercise its Administrative control. The Twelfth Schedule lists the following subjects:-

1. Urban planning including (own planning, 2. Regulation of land-use and construction of buildings, 3. Planning for economic and social development, 4. Roads and bridges, 5. Water supply for domestic, industrial and commercial purposes, 6. Public health, sanitation conservancy and solid-waste management, 7. Fire services 8. Urban forestry, protection of the environment and promotion of ecological aspects 9. Safeguarding the interests of weaker sections of society, including the handicapped and mentally retarded 10. Slum improvement and upgradation 11. Urban poverty alleviation 12, Provision of Urban amenities and facilities such as parks, gardens, playgrounds 13. Promotion of cultural, educational and aesthetic aspects 14. Burials and burial grounds; cremations, cremation grounds and electric crematoriums15. Cattle pounds; prevention of cruelty to animals 16. Vital statistics including registration of births and deaths 17. Public amenities including street lighting, parking lots, bus stops and public conveniences 18. Regulation of slaughter houses and tanneries." (Art. 243W).

Power to impose taxes and funds of the Municipalities – Under 243X the Legislature of a State may by law –

- (a) authorist a Municipality to levy, collect and appropriate such taxes, duties and tolls and fees in accordance with such procedure and subject/to such limits as specified in such law;
- (b) assign to a Municipality such taxes, duties, tolls and fees levied and collected by the Stale Government for such purposes subject to such conditions and limits as specified in such law;
- (c) Provide for making such grants-in-aid to the Municipalities from the Consolidated Fund of the State; and
- (d) Provide for constitution of such funds for crediting all moneys received by the Municipalities and also withdrawal of such moneys therefrom.

**Finance Commission -** The Finance Commission constituted under Art. 243-1 for Panchayats shall also review (lie financial position of the Municipalities and make recommendations to the Governor us to the -

- (a) Principles which should govern -
  - The distribution between the Slate and the Municipalities of (he net proceeds of the taxes, duties, tolls and fees leviable by the Stale, which may be divided between the Municipalities at all levels of their respective share of such proceeds;
  - (ii) The determination or taxes, duties, tolls and fees which may be assigned to, or appropriated by the Municipalities:
  - (iii) The grants-in-aid to (he Municipalities from the .Consolidated Fund of the State;

- (b) The measures need to improve the financial position of the Municipalities;
- (c) Any other mailer referred to the Finance Commission by the Governor in the interest of sound finance of the Municipalities.<sup>8</sup>

The Governor shall cause every recommendation made by die Commission together with an explanatory memoranda as to the action taken thereon to be laid before the Legislature of the State.<sup>9</sup>

Audit of account of the Municipalities - Art 243Z empowers the State legislature to make provisions with respect to the maintenance of accounts by the Municipalities and the audit of such accounts.

**Elections to the Municipalities -** Art 243ZA vests the superintendence, direction and control of the preparation of electoral rolls and the conduct of all elections to the Municipalities in the State Election Commission referred to Art. 243K. The Legislature of a State, subjects to the provisions with respect lo all matters relating to or in connection with elections to the Municipalities.

**Application to Union Territories -** Art 243ZB provides that the provisions of Part IXA shall apply to the Union Territories. In their application to a Union territory it shall have effect as if the reference to the Governor of State were references to the Administrator of the Union Territory appointed under Art. 239 and reference to the Legislature or the Legislative Assembly of a State were references in relation to a Union Territory having a Legislative Assembly to that Legislative Assembly.

However, the President may by public notification direct (hat the provisions of Part IXA shall apply to any Union Territory or purl thereof subject to such exceptions and modification as he may specify in the notification.

**Committee for district planning -** Art. 243ZD provides for the constituted a District Planning Committee at the district level in every Slate. The main function of the District Planning Committee shall be to consolidate the plans prepared by the

<sup>8.</sup> Any 243y

<sup>9.</sup> Clause (2) Art. 243y

Panchayats the Municipilities in the district and to prepare a draft development plan for the district as a whole. The Legislature of a State may by law, make provisions – (a) for the composition of the District Planning Committees and (b) the manner in which the committee shall be filled. Out of the total number of members of such Committee 1/4th shall be elected by, and from amongst the elected members of the Panchayat at the district level and the Municipalities in the district in proportion to the ratio between the population of the rural areas and of the urban areas in the district; (c) the functions relating to the district planning which may be assigned to such Committees; (d) the manner in which the Chairpersons of such Committees shall be chosen.

Every District Planning Committee shall in preparing the draft development

- (a) Having regard to -
  - (i) Matters of common interest between the Panchayats and the Municipalities including spatial planning, sharing of water and other physical and natural resources, the integrated, development, of infrastructure and environmental conservation.
  - (ii) The extent and type of available resources, whether, financial or otherwise;
- (b) Consult such institutions and organizations as the Governor may, by order specify.

The Chairperson of every District Planning Committee shall forward the development plan, as recommended by such committee to the government of the State [Clause (4)].

**Committee for Metropolitan Planning -** Art. 243ZE provides for the establishment of a Metropolitan Planning Committee for every Metropolitan area, which will prepare a draft development plan for the whole of the Metropolitan area.

For the purpose of Part 1X-A a "Metropolitan area" means an area having a population often lakhs or more, comprised in one or more districts and consisting of two or more municipalities or Panchayats or other contiguous areas, specified by the Governor by public notification.

The legislature of a State may by law, make provision with respect to the following matters -

- (a) The composition of the Metropolitan Planning Committee;
- (b) The manner in which the seats in such committees shall be filled.

However, not less than 2/3 of the members of such committee shall be elected by, and amongst, the elected members of the Municipalities and Chairpersons of the Panchayats in the Metropolitan area, in proportion to the ratio between the population of the Municipalities and of the Panchayats in that area;

- (c) the representation in such committees of the Government of India and the government of the State and such organizations and institutions as may be deemed necessary for carrying out the functions assigned to such committees;
- (d) The functions relating id planning and co-ordination for the Metropolitan area which may be assigned to such committees;
- (e) The manner in which the Chairpersons of such committees shall be chosen.

Every Metropolitan Planning Committees shall in preparing the draft development plan, have regard to the following matters -

(i) The plans prepared by the Municipalities and the Panchayat in the Metropolitan area;

- (ii) matters of common interest between the Municipalities and the Panchayats including co-ordinated spatial planning of the area sharing of water and other physical and natural resources, the integrated development of infrastructure and environmental conservation;
- (iii) overall objections and priorities set by the Government of India and the Government of State;
- (iv) the extent and nature of investment likely to be made in the Metropolitan area by agencies of the Government of India and the State Government and other available resources whether financial or otherwise;

The Metropolitan Planning Committee shall consult such institutions and for that purpose as Governor may, by order, specify. The Chairperson of Metropolitan Planning Committee shall forward the development plan to the State [Clause (4)].

of Municipalities - Art 243ZE that Continuance existing laws and notwithstanding anything in this Part, any provision of an existing law the Municipalities in force in Stale immediately before the commencement of 4th Constitution (Amendment) Act 1992, which is inconsistent with the provisions of IX shall continue to be in force until amended or repealed by a competent legislature other competent authority or until the expiration of one year from such commencement, whichever is earlier.

However, all the Municipalities existing prior to the coming into force of the Constitution (Amendment) 74th Act, 1992 shall continue till the expiry of their duration as sooner dissolved by a resolution passed to that effect by the Legislature Assembly State or in case of a State having legislative council by both Houses of the State Legislature.

**Part IX not to apply to certain areas -** According to Art. 243ZC the Visions of Part IX shall not apply to the following areas -

- (1) To the scheduled areas referred to in clause (1) and the tribal areas referred to the clause (2) of Art. 244.
- (2) Shall affect the functions and powers of the Darjeeling Gorkha Hill Council constituted under any law for the lime being in force for the Hill areas of the district Darjeeling in the State of West Bengal.

However, notwithstanding anything in this Constitution, Parliament, by law extend provisions of Part IX to the scheduled area:; and the tribal areas referred to in clause (1) subject to such exceptions and modifications as may be specified in such law. No such I be deemed to be an amendment of the Constitution for the purposes of Art. 368.

**Courts not to interfere in electoral matters** - Art. 243ZG lays down that withstanding anything in this Constitution the validity of any law relating to the Constitution of constituencies or the allotment of seats to such constituencies made under cannot be called in question in any Court. Any election to any Municipality in be called in question through an election petition presented such Authority and in such manner as is provided by any law made by, the State Legislature.

**Amendment of Art 280 -** As a result of the establishment of the Financial Commission for Municipalities the 74th amendment adds a new sub-clause (c) in CI. (3) Article 280 and existing sub-clause (c) is renumbered as sub-clause (d). The new sub-(c) says that the measures needed to augment the consolidated fund of a State to the resources of Municipalities in the State on the basis of the conditions made by the Finance Commission of the State. These measures may be suggested by the Finance Commission.

### PANCHAYATS AND MUNICIPALITIES

### (ARTICLES 243, 243-A TO 243-O AND 243-P TO 243-ZG).

Parts IX and IX A were added to the Constitution by the Constitution (73rd Amendment) Act, 1992 and the Constitution (74th Amendment) Act, 1992 popularly known as the Panchayati Rai and Nagarpalika Constitution Amendment Acts. These Amendments provide constitutional sanction to democracy at the grass root level by inserting in the Constitution two new parts relating to panchayats and urban local bodies. The Panchayati Raj Bills were introduced in the Lok Sabha for the first time by the Rajiv Gandhi Government in 1989, but it failed to get the support of the requisite majority in the Rajya Sabha. Apart from this, the States had also objections over the certain provisions of the old Bills and according to them there was a direct encroachment on their autonomy through the measure. The Bills were referred to the Select Committee and after certain modifications they were introduced in the Lok Sabha and finally passed on 23rd December, 1992. The Panchayati Raj and Nagarpalika Constitution Amendment Act, provide constitutional guarantee to basic and essential features of the self-governing democratic institutions in rural and urban areas, including regular elections to Panchayats, reservation of seats to SCs, STs. and women and devolution of financial and administrative powers. Although these institutions were established by the States but they were not functioning well. There were no regular elections and they were virtually in most of the cases superseded. These amendments were aimed at revitalising the panchayat raj institutions and giving them a new life. No longer will the elections to punchayat institutions and their functioning depend on the whims of the State Governments. The Act makes it obligatory for the States to hold elections regularly except those with a population of less than 20 lakhs to establish a three tier panchayat system of the village level, intermediate level and district levels.

The passing of the Panchayati Raj and Nagarpalika Constitution Amendment is in accordance with the directives envisaged in Art. 40 of the Constitution which enjoins the State to take steps to organise village Panchayats and endow them with such powers and authority as may be necessary to enable them to function as units of self-government. This mandate of the Constitution has now been implemented though belatedly, by passing the two constitutional amendments in 1992. This would help to realise the objectives of Gram Swaraj, the idea cherished by Mahatma Gandhi. It will go a long way in ensuring democratic functioning of the grass root democratic institutions. It is, however, to be noted that the constitution, elections, devolution of powers and authority relating to these institutions have been completely left within the purview of the States. On 24th March, 1993, the Panchayati Raj Act came into force with the enactment of new legislation and ratification of the Act by more than 50 per cent of the Suites and Union Territories.

### PART IX<sup>1</sup>

### THE PANCHAYATS

(Arts. 243, 243-A to 243-0)

The Constitution (73rd Amendment) Act, 1992 added a new Part IX consisting of 16 Articles and the Eleventh Schedule to the Constitution. The 73rd Amendment Act. Envisages the Gram Sabha as the foundation of the Panchayati Raj System to perform functions and powers entrusted to it by the State legislatures. The amendment provides for a three-tier Panchayati Raj System at the village, intermediate and district levels. Small States with population below twenty lakh have been given the opinion not to constitute the Panchayats at the intermediate level. The Act provides that the Panchayat bodies will have an assured duration of five years; with elections mandatory after this period. However, one thing is to be noted that under the Amendment Act the establishment of Panchayats and the devolution of necessary powers and authority on the Panchayati Raj institutions are vested in the State Governments. In view of this it may be said that the success of the Panchayati Raj institutions as a unit of democracy and thereby ushering an all around development of rural areas will much depend on the intention of support of the State Governments. Without honest intention, these institutions would be misused by rural rich and the poor and illiterate masses will remain mute supporters as it is happening in Parliamentary and State Assembly elections in the country. Criminalization of politics are threatening the very foundation of emocracy that free and fair elections. The Government should ensure that these evils should not affect the functioning of Panchayati Raj institutions.

**Gram Sabha** - Art 243A provides that the Gram Sabha may exercise such powers and perform such functions at the village level as the legislature of a State may by law provide. The 73rd amendment thus envisages the Gram Sabha as the foundation of Panchayati Raj System. 'Gram Sabha' means a body consisting of persons registered in the electoral rolls relating to a village comprised within the area of Panchayat at the village level.

**Constitution of Panchayats -** Art 243B visualises a three-tier Panchayati Raj System. It provides that in every State there shall be constituted Panchayats at the village, intermediate and district levels. Small States haying a population not exceeding twenty lakhs have been given an option not to constitute the Panchayats at the intermediate level.

**Composition of Panchayats -** Art 243C provides that, subject to the provisions of this part the Legislature of a State may by law make provisions with respect to the composition of Panchayats. However, the ratio between tire population of the territorial area of a Panchayat at any level and the number of seats in such Panchayats to be filled by .election shall, so far as practicable, be the same throughout the State.

All the seats in a Panchayat shall be filled by the persons chosen by direct election from territorial constituencies in the Panchayat area. For this purpose each Panchayat area shall be divided into territorial constituencies in such manner that the ratio between the population of each constituencies and the number of seats allotted to it, so far as practicable, be the same throughout the Panchayat area (Clause 2). The legislature of a State may by law provide for representation of following

persons in panchayats -

- (a) the Chairpersons; (Chairman) of the Panchayats at the village level; in the Panchayats at the intermediate level or in the case of a State not having Panchayats at the intermediate level, in the Panchayats in the district level.
- (b) The members of the Lok Sabha and the Legislative Assembly of the State representing constituencies which comprise wholly or partly a Panchayat area at the level other than the village level, in such Panchayats;
- (c) The members of the Rajya Sabha and Legislative Council of the State where they are registered as electors;
  - (i) A Panchayat area at the intermediate level, in Panchayat at the intermediate level;
  - (ii) A Panchayat area at the district level, in Panchayat at the district level.

The Chairpersons of a Panchayat and other members of a Panchayat whether or not in by direct election from territorial constituencies in the Panchayat area shall have the right to vote in the meetings of Panchayat.<sup>2</sup>

The Chairperson of a Panchayat at the village level shall be elected in such a manner as the legislature of a State may by law, provide. The Chairpersons of a Panchayat at the intermediate level or district level shall be elected by, and amongst, the elected members thereof.<sup>3</sup>

**Disqualifications for membership -** A person shall be disqualified for being chosen as, and for being a member or Panchayats -

- If he is so disqualified by or under any law for the lime being in force for the purposes of elections to the legislature of the Stale concerned;
- (b) If he is so-disqualified by or under any lav. made by the legislature of the state.

But no person shall be qualified on the ground that he is less than 25 years of age under clause (a), if he has attained the age of 21 years.

If any question arises as to whether a member of a Panchayat has become subject to any of the qualifications mentioned in clause (1) the question shall be referred for the decision of such authority and in such manner as the legislature of a State may, by law, provide Cl. (2).

**Reservation of seats in Panchayats -** An. 243D provides that in every Panchayats seats shall be reserved for the Scheduled Castes and Scheduled Tribes. The number of seats so reserved shall be, as nearly as may be, in the same proportion to the total number of seats to be filled by direct election in that Panchayat as the population of the SCs and. STY in that Panchayat area bears to the total population of that area and such seats may be allotted by rotation to different Constituencies in a Panchayat.

Out of total number of seats reserved under clause (1) not less than 1/3 seats shall be reserved for women belonging to the SCs and STs [Clause (2)]. Out of total number of seats to be filled by direct election in every Panchayat not less than 1/3 (including the number of seats reserved for SC's and STs women) seats shall be reserved for women. Such seats may be allotted by rotation to different Constituencies in a Panchayat [Clause (3)]

The office of the Chairpersons *in* the Panchayats at the village or any other evel shall be reserved for SCs, STs and women in such manner as the legislature of a State may, by law, provide. But the number of offices of Chairpersons reserved for the SCs and STs in the Panchayats at each level in .any State shall be, as nearly as possible, in the same proportion to the number of such offices in the Panchayats at each level in proportion of the total population of the SCs and STs in the State. However, not less than 1/3 of the total number of the offices of Chairperson in the Panchayat at each level shall be reserved for women. The number of offices reserved under this clause shall be allotted by relation to different Panchayats at each level.

The reservation of seats under clauses (1) and (2) and the reservation of offices of Chairpersons (other than the reservation for women) under clause (4) shall cease to have effect on the expiration of the period (50 years) specified in Art. 334. [Clause (5)]

**Reservation for Backward classes -** The Legislature of a State is empowered under clause (6) to make provision or reservation of seats in any Panchayat or office of Chairpersons in the Panchayats at any level in favour of backward classes of citizens.

**Duration-of Panchayats -** According to Art 243E every Panchayat, unless sooner dissolved under any law for the time being in force, shall continue for five years from the date appointed for its first meeting. No amendment of any law in force shall have effect of causing dissolution of a Panchayat at any level which is functioning before amendment in the expiration or its normal period of five years (Clause (2)]

An election to constitute a Panchayat must be completed -

- (a) before the expiry of its duration;
- (b) before the expiration of a period of six months from the date of its dissolution. [Clause (3)]

But where the remainder of the period for which the dissolved Panchayat would have continued in less than six months, it shall not be necessary to hold any election under this clause for constituting the Panchayat for such period.

**Powers, authority and responsibility of Panchayat -** Art 243G provides that subject to the provisions of this Constitution the legislature of a State may, by law, endow the Panchayats with such powers and authority as may be necessary to enable them to function as an institution of self government. Such law may contain provisions for the devolution of powers and responsibilities upon Panchayats subject to such conditions, as may be specified therein, with respect to –

- (a) the preparation of plans for economic development and social justice;
- (b) the implementation of schemes for social development and social justice as may be entrusted to them including those in relation to the matters listed in the Eleventh Schedule.

The matters listed in the Eleventh Schedule are as follows -

1. Agriculture, including agricultural extension. 2. Land improvement, implementation of land reforms, land consolidation and soil conservation. 3. Minor irrigation, water management and watershed development. 4. Animal husbandry, dairying and poultry. 5. Fisheries. 6. Social forestry and farm forestry. 7. Minor forest produce. 8. Small scale industries, including food processing industries. 9. Khadi, village and cottage industries. 10. Rural housing. 11. Drinking water. 12. Fuel and fodder. 13. Roads, culverts, bridges, ferries, waterways land other means of communication. 14. Rural electrification, including distribution of electricity 15. Non-conventional energy sources. 16. Poverty alleviation programme. 17. Education, including primary and secondary schools. 18. Technical training and vocational education. 19. Adult and non-formal education. 20. Libraries. 21. Cultural activities. 22. Markets and fairs. 23. Health arid sanitation, including hospitals, primary health centres and dispensaries. 24. Family welfare. 25. Women and child development.

26. Social welfare, including welfare of the handicapped and mentally retarded. 27. Welfare of the weaker sections, and in particular, of the Scheduled Castes and the Scheduled Tribes. 28. Public distribution system. 29. Maintenance of community assets.

It is to be noted that Art. 243G is subject to the provisions of the Constitution. This means that the normal distribution of powers under Arts. 245 and 246 cannot be effected by the State legislature while vesting with powers and authorities upon the Panchayats.

**Powers to impose taxes and funds of Panchayats -** Art 243H empowers a State Legislature to make by law provision for imposing taxes etc. by the Panchayats. Such a law –

- (a) authorize a Panchayat to levy, collect and appropriate such taxes, duties, tolls and fees in accordance with such procedure and subject to such limits;
- (b) assign to a Panchayat such taxes, duties, tolls and fees levied and collected by the State Government for such purposes and subject to such conditions and limits;
- (c) provide for making such grants-in-aid to the Panchayats from the Consolidated Fund for the State; and
- (d) provide for constitution of such funds for crediting all moneys received, by or on behalf of the Panchayats and also for the withdrawal of such money there from.

**Finance Commission** - Art. 243-I provides for the establishment of a Finance Commission for reviewing financial position of the Panchayats. The Governor of a State shall within one year from the commencement of the Constitution (73rd Amendment) Act, 1992 and thereafter at the expiration of every fifth year, constitute a Finance Commission. The legislature of the State may by law, provide for the composition of the

Commission, the qualifications requisite for appointment of its members and the manner in which they shall be selected.

It shall be the duty of the Finance Commission to review the financial position of the Panchayats and to make recommendations to the Governor as to -

- (a) the principles which should govern –
- the distribution between the State and the Panchayats of the net proceeds, of the taxes, duties, tolls and fees leviable by the State, which may be divided between them under this Part and the allocation between the Panchayats at all levels of their respective snares of such proceeds;
- the determination of the taxes, duties, tolls and fees which may be assigned to, or appropriated by, the Panchayats;
- (iii), the grant-in-aid to the Panchayats.from the Consolidated Fund of the State;
- (b) the measures needed to improve the financial position of the Panchayats;
- (c) Any other matter referred to the Finance Commission by the Governor in the interests of sound finance of the Panchayats.

The Commission shall determine its procedure and shall have such powers in the performance of its functions as the State Legislature may, by law, confer on it. [Clause (3)]

The Governor shall cause every recommendation made by the Commission together with in explanatory memorandum as to the action taken thereon to be laid before the Legislature of the State. [Cause (4)]

121

**Audit of accounts of Panchayats -** The Legislature of a Slate may by law make provision with respect to the maintenance of accounts by the Panchayats and the auditing of such accounts (Art. 243J).

**Elections to the Panchayats -** Under Art 243K the superintendence, direction and control of the preparation of electoral rolls and conduct of all elections to the Panchayats shall be vested in a State Election Commission consisting of the State Election Commissioner to be appointed by the Governor. Subject to the provisions of any law made by the Slate Legislature, the conditions of service and tenure of office of the State Election Commissioner shall be such as the Governor may by rule determine. The State Election Commissioner shall hot he removed from his office except in like manner and on like grounds as a Judge of a High Court. The conditions of service of the State Election Commissioner shall not be varied to his disadvantage after his appointment. [Clause (2) provison]

The Governor of State shall, when so requested by the State Election Commissioner, make available to Commission such staff as may be necessary for the discharge of its functions. [Clause (2)]

The State Legislature may, subject to the provisions of the Constitution, by law

make provision with respect to all matters relating to or in connection with elections to the Panchayats. [Clause (4)]

**Application of this Part to Union Territories -** Art 243L says that the provisions of this Part shall apply to the Union territories and shall, in their application to a Union territory, have effect as if the references to the Governor of a State were references to the Administrator of the Union territory appointed under Article 239 and reference to the Legislature 01 legislative Assembly of a State were references, in relation to a Union territory, having a Legislative Assembly, to that Legislative Assembly.

The President may. however, by public notification, direct that the provisions of this Part shall apply to any Union territory or part thereof subject to\* such exceptions and modifications as he may specif)' in the notification.

Part not to apply to certain areas - Art 243M provides that Part 9 shall not apply to the following areas -

- 1. the scheduled areas referred to in clause (1) and trial areas referred to in clause (2) of Art. 244;
- 2. the State of Nagaland, Meghalaya and Mizoram;
- 3. the hill areas in the State of Manipur for which District Councils exists under any law for the time being in force;
- 4. to Panchayats at the district level of the hill areas of the District of Darjeeling in the State of West Bengal for which Darjeeling Gorkha Hill Council exists under any law for the time being in force;
- 5. Shall affect the functions and powers of the Darjeeling Gorkha Hill Council constituted under such law.

Notwithstanding anything in this Constitution—

- (a) The State Legislature of Nagaland, Meghalaya and Mizoram may, by law, extend this Part to that State, except the areas referred to in clause (I) if the Legislative Assembly of .that State passes a resolution to that effect by a majority of the total membership of that House and by a majority of not less than two third of the members of (hat House present and voting;
- (b) Parliament may, by law, extend the provisions of Part 9 to the Scheduled Areas and Tribal areas referred to in clause (1) subject to such exceptions and modifications as may be specified in such law, such law shall not be deemed to be amendment of this Constitution for the purposes of Art. 368.

**Continuance of existing laws and Panchayats -** Art 243N provides that notwithstanding anything in Part 9 or any provision of any law relating

to Panchayats in force in a State immediately before the commencement of the Constitution (73rd Amendment) Act, 1992, which is inconsistent with the provisions of Part 9, shall continue to be in force until amended or repealed by a competent Legislature or other competent authority or until the expiration of one year from such commencement whichever is earlier.

However, all the Panchayats existing immediately before such Government shall continue till the expiration of third duration, unless sooner dissolved by resolution passed by the Legislative Assembly of that State or in a Stale having a Legislative Council, by House of the Legislature of the State.

**Courts not to interfere in electoral matters -** Art. 243-O bars the interference by courts in electoral matters of Panchayats. It provides that notwithstanding anything in this Constitution the validity of any law relating to the delimitation of constituencies or the allotment of seats to such constituencies made under Art 243K shall not be called in question in any court.

The validity of an election to any Panchayat can be challenged only through an election petition presented to such authority and in such manner as provided by any law made by the Legislature of a State.

Amendment of Art 280 - As sequel to establishment of Finance Commission for Panchayat under Art 243-I, the amendment has amended Art. 280 of the Constitution and added a new sub clause (bb) after subclause (b) of clause (3) of Article280, which is as follows –

(bb) The measures needed to augment the Consolidated Fund of a State to supplement the resources of the Panchayats in the State on the basic of the recommendations made by Finance Commission of the State. **d k B**; % 2678078 2672404

upsvnn@gmail.com

<u>संलग्नक–9</u> QSI %013582672337 bBeyr%

# næjl{kMistylåklu fodli, oafuel%kfuxe i#lu dkl%; %11 elguhjl%j ngjkm&248001

पत्रांक 143/प्र0नि0कैम्प–बोर्ड बैठक (वि0प्र0)/11

दिनांक 01/07/2011

### कार्यालय ज्ञाप

शासनादेश सं0 562 / XXVII (7) / 2010 दिनॉक 24.05.2010 द्वारा जारी वित्तीय अधिकारों का प्रतिनिधायन—2010 (Delegation of Powers 2010) को उत्तराखण्ड पेयजल निगम, निदेशक मण्डल की दिनॉक 13.04.2011 को सम्पन्न हुई बैठक में प्रस्ताव सं0 10.03 पर सम्यक विचारोपरान्त लिये गये निर्णय के क्रम में एतद् द्वारा अनुलग्नक में उल्लिखित वित्तीय अधिकार उनके समक्ष अंकित अधिकारियों को प्रतिनिहित करते हैं तथा उत्तराखण्ड पेयजल निगम में वित्तीय अधिकारों का प्रतिनिधायन—2011 (Delegation of Powers in Uttarakhand Peyjal Nigam-2011) के नाम से प्रख्यापित किया जाता है। उक्त प्रतिनिधायन तत्कालीक प्रभाव से लागू होंगे।

वित्तीय हस्त पुस्तिका भाग—1 के विवरण पत्र XX के क्रम सं० (1) तथा विवरण पत्र— XI के क्रम सं०—(4) पर वर्णित प्रतिनिधायनों को समाप्त कर दिया गया है। किसी प्राधिकारी को प्रतिनिहित किये गये वित्तीय अधिकार सक्षम अधिकारी की विशिष्ट स्वीकृति के बिना उस प्राधिकारी द्वारा किसी अधीनस्थ प्राधिकारी को पुनः प्रतिनिहित नही किये जायेंगे। सभी अधिप्राप्तियों के लिए प्रोक्योरमेन्ट रूल्स—2008 एवं बजट मैनुअल के नियमों का अनुपालन बाध्यकारी होगा।

ह0

(भजन सिंह) प्रबन्ध निदेशक

### <u>पृ०सं० एवं दिनॉक तदैवः</u>

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः—

- 1. निजी सचिव, अध्यक्ष / प्रबन्धक निदेशक / वित्त निदेशक, उत्तराखण्ड पेयजल निगम, देहरादून।
- मुख्य अभियन्ता (मुख्यालय / गढ़वाल / कुमायूँ), उत्तराखण्ड पेयजल निगम, देहरादून / पौड़ी / नैनीताल।
- 3. मुख्य महाप्रबन्धक, निर्माण विंग, उत्तराखण्ड पेयजल निगम, देहरादून।
- 4. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तराखण्ड पेयजल निगम
- 5. समस्त अधिशासी अभियन्ता / परियोजना प्रबन्धक, उत्तराखण्ड पेयजल निगम।
- वरिष्ठ वित्त लेखाधिकारी / लेखाधिकारी (मु0) / निर्माण विंग), उत्तराखण्ड पेयजल निगम, नैनीताल / देहरादून।
- 7. गार्ड फाईल।

ह0

# महाप्रबन्धक (प्रशासन)



# nÆjl{kMlsty fixe esfoRh vfkljkdk ifrfi/k u & 2011

(Delegation of Powers in Uttarakhand Peyjal Nigam – 2011)

# izhu dk K; ] 118elguh j M ngj kuv

njikk135 2678078] 2672404] QSI 08582672337] bBesy upsvnn@gmail.com

| क्र0<br>स0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग<br>किया जायेगा | परिसीमायें   | अभ्युक्ति  | पूर्व अधिकार  |
|------------|---|------------------------------------|--|--|---|
| 01         | 02  | 03                                 | 04   | 05   | 06  |
|            |   | विवरण पत्र–। प                     | <u>.</u><br>पुस्तकें, समाचार पत्र, पत्रिकार  | यें, नक्शे तथा अन्य प्रकाशन  |   |
| 01         | कार्यालयों अथवा उनके अधीनस्थ<br>कार्यालय के प्रयोग के लिए<br>पुस्तकें समाचार पत्र, पत्रिकायें,                                | 1.अध्यक्ष                          | पूर्ण अधिकार   | बजट की उपलब्धता आवश्यकता एवं<br>मानक के अधीन   | पूर्ण अधिकार  |
|            | नक्शे एवं अन्य प्रकाशन का क्रय  | 2.प्रबन्ध निदेशक                   | एक वर्ष में रु0 15000∕− (रु0<br>पन्द्रह हजार) तक   | — तदैव—  | पूर्ण अधिकार  |
|            |   | 3.कार्यालयाध्यक्ष                  | एक वर्ष में रु० 5000/— (रु०<br>पॉच हजार) तक (गैर तकनीकी<br>पत्रिकाओं को छोड़कर)  | — तदैव—  | एक वर्ष में रु0 1200 / – (रु0 एक<br>हजार दो सौ) तक (समाचार पत्रों एवं<br>पत्रिकाओं गेर तकनीकी पत्रिकाओं को<br>छोड़कर)   |
|            |   |                                    | विवरण पत्र—।। विज्ञाप  | न व्यय   |   |
| 01         | (क) विज्ञापन के लिए व्यय<br>स्वीकृत करना।   | प्रबन्ध निदेशक                     | पूर्ण अधिकार   | वित्तीय नियम संग्रह, खण्ड–5 भाग–1 के<br>परिशिष्ट–10 व मैनुअल ऑफ गवर्नमेन्ट<br>आर्डर्स के पैरा 605 के अन्तर्गत<br>उल्लिखित शर्तो के अधीन टिप्पणी–<br>विज्ञापन सूचना निदेशक उत्तराखण्ड के<br>माध्यम से छपवाया जायेगा।  | पूर्ण अधिकार वित्तीय नियम संग्रह,<br>खण्ड–5 भाग–1 के परिशिष्ट–10 व<br>मैनुअल ऑफ गर्वनमेन्ट आर्डर्स के<br>पैरा 605 के अन्तर्गत उल्लिखित शर्तो<br>के अधीन।  |
|            | (ख) निर्माण कार्यो / अधिप्राप्ति<br>कार्यो विषयक सूचना सम्पादित<br>कराने के लिए निविदा सूचना<br>स्थानीय पत्रों में देने हेतु। | कार्यालयाध्यक्ष                    | किसी एक मामले में रु0<br>15000 / – (रु0 पन्द्रह हजार) की<br>सीमा तक, किन्तु शर्त यह है कि<br>इस प्रकार छपाया गया कार्य<br>आवश्यक हो। | उत्तराखण्ड प्रोक्योरमेन्ट रूल्स 2008 के<br>प्रस्तर 2.12 तथा 2.13 के अनुसार सीमित<br>निविदा पृच्छा– यह सुनिश्चित किया<br>जाना चाहिए कि प्रतिस्पर्धा के आधार पर<br>अधिक अनुक्रियाशील निविदा प्राप्त करने<br>के लिए यथा सम्भव अधिकतम अनुमोदित<br>आपूर्तिकर्ताओं को चिन्हित किया जाये।<br>ऐसे आपूर्तिकर्ता को चिन्हित करने के<br>लिए विज्ञापन, व्यापक परिचालन वाले<br>प्रकाशनों, राष्ट्रीय समाचार पत्रों और<br>सम्बन्धित आपूर्तिकर्ताओं के विभिन्न<br>वेबसाईटों का उपयोग किया जा सकता<br>है।<br>विज्ञापन द्वारा निविदा पृच्छा– (1) रु0<br>2500000 (रु0 पच्चीस लाख) तथा उसे | किसी एक मामले में रु० 500/–<br>(रु० पॉच सौ) की सीमा तक, किन्तु<br>शर्त यह है कि इस प्रकार छपाया<br>गया कार्य आवश्यक हो।<br>टिप्पणी–सूचना निदेशक, उ0प्र0 द्वारा<br>अनुमोदित दो समाचार पत्रों में<br>विज्ञापन दिया जाये तथा उपरोक्त<br>अधिकारी द्वारा बिलों का सत्यापन<br>कराया जाये। |

# कार्यालय ज्ञाप सं0 143/प्र0नि0कैम्प-बोर्ड बैठक-(वि0अ0)/11 दिनॉक 01.07.2011 का अनुलग्नक

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें | अभ्युक्ति                                | पूर्व अधिकार |
|------|------------------|---------------------|------------|--|--------------|
| स0   |                  | किया जायेगा         |            |  |              |
| 01   | 02               | 03                  | 04         | 05                                       | 06           |
|      |                  |                     |            | अधिक की अनुमानित लागत की सामग्री         |              |
|      |                  |                     |            | की अधिप्राप्ति के लिए कम से कम दो        |              |
|      |                  |                     |            | व्यापक परिचालन वाले राष्ट्रीय            |              |
|      |                  |                     |            | समाचार–पत्रों में विज्ञापन द्वारा निविदा |              |
|      |                  |                     |            | आमंत्रित की जाये। रु० 2500000 (रु०       |              |
|      |                  |                     |            | पच्चीस लाख) से कम कीमत की सामग्री        |              |
|      |                  |                     |            | की अधिप्राप्ति व्यापक परिचालन वाले       |              |
|      |                  |                     |            | स्थानीय समाचार–पत्र (पत्रों) और विशेष    |              |
|      |                  |                     |            | मामले में व्यापक परिचालन वाले एक         |              |
|      |                  |                     |            | राष्ट्रीय समाचार पत्र में विज्ञापन के    |              |
|      |                  |                     |            | माध्यम से की जाये।                       |              |
|      |                  |                     |            | (2) निविदा पृच्छा राज्य सरकार / विभाग    |              |
|      |                  |                     |            | की वेबसाइट पर प्रदर्शित की जाये तथा      |              |
|      |                  |                     |            | राष्ट्रीय सूचना विज्ञान केन्द्र          |              |
|      |                  |                     |            | (एन0आई0सी0) की वेबसाइट से भी             |              |
|      |                  |                     |            | सम्बद्ध होनी चाहिए।                      |              |
|      |                  |                     |            |  |              |
|      |                  | $\sim$              |            | ( <b>C</b>                               |              |

### विवरण पत्र—III मकान का किराया / भूमि तथा भवन

| 01 | राज्य की निधियों से निर्मित   | १. अध्यक्ष        | रु० 500000∕− (रु० पॉच लाख) | टिप्पणी–                              | रु० ५००० / – (रु० पचास हजार) से     |
|----|-------------------------------|-------------------|----------------------------|---------------------------------------|-------------------------------------|
|    | उनके नियंत्रण के अधीन         |                   | से अधिक एवं रु० 1000000/-  | (1) भवनों का बाजार मूल्य पर विक्रय    | अधिक एवं एक लाख रूपये के खाता       |
|    | (आवासिक भवनों और डाक          |                   | (रु० दस लाख) खाते मूल्य तक | (भूमि को सम्मिलित करते हुए) किया      | मूल्य तक।                           |
|    | बंगलो को छोड़कर) भवनों का     |                   |                            | जायेगा।                               | टिप्पणी–(1) भवनों का बाजार मूल्य    |
|    | जिला राजस्व प्राधिकारियों के  |                   |                            | (2) भूमि का मूल्य जिलाधिकारी तथा      | पर विक्रय (भूमि को सम्मिलित करते    |
|    | माध्यम से विक्रय अथवा विध्वंस |                   |                            | भवन का मूल्य लोक निर्माण विभाग द्वारा | हुए) किया जायेगा।                   |
|    | स्वीकृत करना।                 |                   |                            | निर्धारित किया जायेगा।                | (2) भूमि का मूल्य जिलाधिकारी तथा    |
|    |                               |                   |                            |                                       | भवन का मूल्य लोक निर्माण विभाग      |
|    |                               |                   |                            |                                       | द्वारा निर्धारित किया जायेगा।       |
|    |                               | 2.प्रबन्ध निदेशक  | रु० 500000∕− (रु० पॉच लाख) |                                       | भवनों का विध्वंस एवं विक्रय स्वीकृत |
|    |                               |                   | तक                         |                                       | करने के मामले में रु0 50000/-       |
|    |                               |                   |                            |                                       | (रु० पचास हजार) के खाता मूल्य       |
|    |                               | 3.कार्यालयाध्यक्ष | कोई अधिकार नही।            |                                       | तक। कलेक्टर के इस आशय के            |
|    |                               |                   |                            |                                       | प्रमाण पत्र के अधीन कि उन्होने      |
|    |                               |                   |                            |                                       | अपेक्षित जॉच के बाद और अपनी पूरी    |
|    |                               |                   |                            |                                       | जानकारी में यह सुनिश्चित कर लिया    |
|    |                               |                   |                            |                                       | है कि उक्त भवन की किसी अन्य         |

| क्र0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग                                | परिसीमायें   | अभ्युक्ति   | पूर्व अधिकार   |
|------|---|--|--|---|--|
| स0   |   | किया जायेगा  |  |   |  |
| 01   | 02  | 03   | 04   | 05  | 06   |
|      |   |  |  |   | विभाग को आवश्यकता नही है और<br>किसी सार्वजनिक प्रयोजन के लिए<br>उसे सुविधापूर्वक उपयोग में नही<br>लाया जा सकता है।   |
| 02   | अनावसिक प्रयोजनों हेतु किराये<br>पर लिये गये भवनों का किराया<br>स्वीकृत करना (गोदामों को<br>छोड़कर) | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक<br>3.कार्यालयाध्यक्ष | जिलाधिकारी के औचित्य प्रमाण<br>पत्र की सीमा में पूर्ण अधिकार।<br>क–देहरादून – रु0 10000/-<br>(रु0 दस हजार प्रतिमाह)<br>ख–नैनीताल, पौड़ी – रु0<br>7000/- (रु0 सात हजार)<br>प्रतिमाह तक<br>ग–अन्य जनपद मुख्यालय– रु0<br>5000/- (रु0 पॉच हजार)<br>प्रतिमाह तक<br>घ–तहसील/ब्लाक मुख्यालय–<br>रु0 2500/- (रु0 दो हजार पॉच<br>सौ) प्रतिमाह तक<br>कोई अधिकार नही। | निम्नलिखित शर्तो के अधीन–<br>1. रेन्ट कन्ट्रोल एक्ट के अधीन निर्धारित<br>अथवा स्थानीय नगरपालिका द्वारा<br>निर्धारित किराये से जैसी भी स्थिति हो,<br>किराया अधिक न हो। जहाँ इस प्रकार<br>का भवन किराये पर उपलब्ध नही हो,<br>वहाँ किराया उस किराये से अधिक नही<br>होना चाहिए जिसे जिलाधिकारी द्वारा<br>उचित प्रमाणित किया गया हो और<br>सम्बन्धित स्थानीय निकाय को सूचित<br>किया गया हो।<br>2–जहाँ भवन कार्यालय के उपयोगार्थ<br>लिया जा रहा हो, वित्त (सी) विभाग के<br>शासनादेश सं0 सी–2299/ दस–<br>एच–639– 61 दिनॉक 08 जून, 1965 में<br>निर्धारित मानक नमूनों का यथेष्ठ ध्यान<br>रखा जाना चाहिए और अन्य मामलों में<br>जगह औचित्यपूर्ण आवश्यकताओं में<br>अधिक नही होना चाहिए।<br>टिप्पणी–1, निगम कार्यालय के लिए<br>प्राइवेट भवन किराये पर लेने के लिए<br>प्राइवेट भवन किराये पर लेने के लिए<br>तम्न प्रक्रिया अपनायी जायेगी।<br>1. कार्यालय हेतु कार्मिको की संख्या के<br>आधार पर निर्धारित मानक पर स्थान<br>(Accommodation) की आवश्यकता<br>का आंकलन पहले कर लिया जाये।<br>2. निगम कार्यालय हेतु भवन किराये पर<br>लेने के लिए स्थल चयन में उन इलाकों<br>को वरीयता दी जाये जो कॉस्ट इफेक्टिव<br>(Cost effective) एवं मितव्ययी हो।<br>यह प्रयास किया जाये कि नगर के | देहरादून : रु० 2.50 प्रति वर्ग फुट।<br>अधिकतम सीमा रु० 6000 / – (रु०<br>छः हजार) प्रतिमाह। अन्य पर्वतीय<br>जिलों में रु० 2 प्रति वर्ग फुट।<br>अधिकतम सीमा रु० 3000 / – (रु०<br>तीन हजार) प्रतिमाह। |

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें | अभ्युक्ति                                | पूर्व अधिकार |
|------|------------------|---------------------|------------|--|--------------|
| स0   |                  | किया जायेगा         |            |  |              |
| 01   | 02               | 03                  | 04         | 05                                       | 06           |
|      |                  |                     |            | hubs) जहाँ पर किराये की दरें अधिक        |              |
|      |                  |                     |            | होती हैं वहाँ पर भवन किराये पर लेने से   |              |
|      |                  |                     |            | बचा जाये। उक्त स्थानों पर निगम           |              |
|      |                  |                     |            | कार्यालय हेतू भवन किराये पर तभी लिये     |              |
|      |                  |                     |            | जायें जब इसका पर्याप्त आधार एवं          |              |
|      |                  |                     |            | औचित्य हो।                               |              |
|      |                  |                     |            | 3. ऐसे भवन जो रेन्ट कन्ट्रोल एक्ट की     |              |
|      |                  |                     |            | परिधि से बाहर हैं, को किराये पर लेने     |              |
|      |                  |                     |            | के लिए विभाग द्वारा स्थानीय रूप से       |              |
|      |                  |                     |            | अधिक पढ़े जाने वाले दो प्रमुख एव         |              |
|      |                  |                     |            | लोकप्रिय दैनिक समाचार पत्रों में         |              |
|      |                  |                     |            | कार्यालय प्रयोजन हेतु भवन की             |              |
|      |                  |                     |            | आवश्यकता का पूर्ण एवं स्पष्ट विज्ञापन    |              |
|      |                  |                     |            | कराया जाये।                              |              |
|      |                  |                     |            | 4. विभाग तीन अधिकारियों की एक            |              |
|      |                  |                     |            | कमेटी गठित करेगा, जो विज्ञापन के         |              |
|      |                  |                     |            | फलस्वस्वरूप प्राप्त आवेदनों पर विचार     |              |
|      |                  |                     |            | करके एवं उपलब्ध भवनों का निरीक्षण        |              |
|      |                  |                     |            | करके उपयुक्त भवन का चयन करेगी।           |              |
|      |                  |                     |            | कमेटी द्वारा चयनित भवन के लिए            |              |
|      |                  |                     |            | जिलाधिकारी से किराये के औचित्य का        |              |
|      |                  |                     |            | प्रमाण पत्र भी प्राप्त किया जायेगा। इसके |              |
|      |                  |                     |            | दृष्टिगत सक्षम अधिकारी द्वारा भवन का     |              |
|      |                  |                     |            | किराया औचित्य के आधार पर कमेटी की        |              |
|      |                  |                     |            | संस्तुति पर प्रतिनिधायन की सीमा मे       |              |
|      |                  |                     |            | स्वीकृत किया जा संकेगा।                  |              |
|      |                  |                     |            | – जिलाधिकारी द्वारी भवन किरीया का        |              |
|      |                  |                     |            | औचित्य प्रमाण पत्र मुख्यतः भवन की        |              |
|      |                  |                     |            | लाकशन, स्थिति, भवन का विल्ट– अप          |              |
|      |                  |                     |            | ्रारया, कारपट एरिया, मुख्य संडुक स       |              |
|      |                  |                     |            | + $4$ $ 4$ $ 4$ $         -$             |              |
|      |                  |                     |            | सुविधाओं आदि का देखत हुए निधारित         |              |
|      |                  |                     |            |  |              |
|      |                  |                     |            | आायत्य प्रमाण–पत्र नगत किय जीने के       |              |
|      |                  |                     |            | पूर्व यह मा अवश्य देखा जाय कि किरीय      |              |
| 1    |                  |                     |            | पर लिय जान वाल भवन क आस–पास              |              |

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें | अभ्युक्ति                                 | पूर्व अधिकार |
|------|------------------|---------------------|------------|---|--------------|
| स0   |                  | किया जायेगा         |            |   | -            |
| 01   | 02               | 03                  | 04         | 05  | 06           |
|      |                  |                     |            | रजिस्टर्ड लीज पर विभिन्न संस्थाओं द्वारा  |              |
|      |                  |                     |            | जो भवन किराये पर लिये गये हैं, उनमें      |              |
|      |                  |                     |            | किराये की क्या स्थिति है। चूकिं निगम      |              |
|      |                  |                     |            | के कार्यालयों हेतु लिये जाने वाले किराये  |              |
|      |                  |                     |            | के भवन के लिए निगम एक सिक्योर्ड           |              |
|      |                  |                     |            | एन्टिटी है तथा इसमें भवन स्वामी का        |              |
|      |                  |                     |            | किराये का एवं अन्य कोई जोखिम निहित        |              |
|      |                  |                     |            | नही होता है, अतः इस फैक्टर को भी          |              |
|      |                  |                     |            | दृष्टिगत रखते हुए किराये पर लिये जाने     |              |
|      |                  |                     |            | वाले भवनों का किराया औचित्य               |              |
|      |                  |                     |            | प्रमाण–पत्र निर्गत किया जाये।             |              |
|      |                  |                     |            | 5. किराये का औचित्य प्रमाण पत्र           |              |
|      |                  |                     |            | जिलाधिकारी स्वयं अपने हस्ताक्षर से        |              |
|      |                  |                     |            | जारी करेंगे। तहसीलदार या रेन्ट कन्ट्रोल   |              |
|      |                  |                     |            | ऑफिसर तथा किसी भी अन्य अधिकारी            |              |
|      |                  |                     |            | द्वारा दिया गया प्रमाण पत्र इस निमित्त    |              |
|      |                  |                     |            | मान्य नहीं होगा। टाउन एरिया/              |              |
|      |                  |                     |            | नोटिफाइंड एरिया / ग्रामीण क्षेत्रों में   |              |
|      |                  |                     |            | किराये की दर की अनुमोदन                   |              |
|      |                  |                     |            | जिलाधिकारी का होगा, परन्तु किराया का      |              |
|      |                  |                     |            | औचित्य प्रमाण–पत्र जारी करने के लिए       |              |
|      |                  |                     |            | परगनाधिकारी अधिकृत होगे।                  |              |
|      |                  |                     |            | टिप्पणी–2–निगम कार्यालयों के लिए          |              |
|      |                  |                     |            | किराये पर लिये गये जो भवन रेन्ट           |              |
|      |                  |                     |            | कन्टोल एक्ट के अन्तर्गत आ गये हैं उन      |              |
|      |                  |                     |            | भवनों के किराये में वद्धि के सम्बन्ध में  |              |
|      |                  |                     |            | निम्न प्रक्रिया अपनायी जायेगीः–           |              |
|      |                  |                     |            | निगम कार्यालयों के लिए किराये पर लिये     |              |
|      |                  |                     |            | गये जो भवन "उ0प्र0 शहरी भवन (किराये       |              |
|      |                  |                     |            | पर देने, किराये तथा वेदखली का विनियम)     |              |
|      |                  |                     |            | अधिनियम, 1972" के प्राविधानों के अन्तर्गत |              |
|      |                  |                     |            | आ गये हैं, यदि उनका किराया बढ़ाने की      |              |
|      |                  |                     |            | माग मकान मालिक द्वारा की जाती है तो       |              |
|      |                  |                     |            | उस इसके लिए उक्त अधिनियम की               |              |
|      |                  |                     |            | धारा—21(8) के प्राविधानों का पालन         |              |
|      |                  |                     |            | करना होगा, जिसके अनुसार किसी भी           |              |

| क्र0 | अधिकार का प्रकार               | किसके द्वारा प्रयोग | परिसीमायें                      | अभ्युक्ति                                 | पूर्व अधिकार                      |
|------|--------------------------------|---------------------|---------------------------------|---|-----------------------------------|
| स0   |                                | किया जायेगा         |                                 |   |                                   |
| 01   | 02                             | 03                  | 04                              | 05  | 06                                |
|      |                                |                     |                                 | भवन की स्थिति में जिला अधिकारी            |                                   |
|      |                                |                     |                                 | मकान मालिक के आवेदन पर उसके               |                                   |
|      |                                |                     |                                 | लिए देय मासिक किराया उतनी धनराशि          |                                   |
|      |                                |                     |                                 | तक बढ़ा सकता है, जो किरायेदार के          |                                   |
|      |                                |                     |                                 | अधीन भवन के बाजार मूल्य के 10             |                                   |
|      |                                |                     |                                 | प्रतिशत के बारहवे भाग के बराबर होगा       |                                   |
|      |                                |                     |                                 | और इस प्रकार बढ़ाया गया किराया            |                                   |
|      |                                |                     |                                 | आवेदन पत्र के दिनॉक के ठीक बाद            |                                   |
|      |                                |                     |                                 | पड़ने वाले किरायेदारी के मास के प्रारम्भ  |                                   |
|      |                                |                     |                                 | से देय होगा, किन्तु अग्रेत्तर वृद्धि करने |                                   |
|      |                                |                     |                                 | के लिए इस प्रसार का आवेदन पत्र वृद्धि     |                                   |
|      |                                |                     |                                 | के अन्तिम आदेश के दिनॉक से 05 वर्ष        |                                   |
|      |                                |                     |                                 | की अवधि की समाप्ति के पश्चात ही           |                                   |
|      |                                |                     |                                 | दिया जा सकेगा। यदि उभयपक्षों के बीच       |                                   |
|      |                                |                     |                                 | किसी निर्धारित अवधि तक किराया न           |                                   |
|      |                                |                     |                                 | बढ़ाने की शते तय हो चुकी हो तो उस         |                                   |
|      |                                |                     |                                 | अवधि तक किराये की वृद्धि सम्भव नही        |                                   |
|      |                                |                     |                                 | होगी।                                     |                                   |
| 03   | पट्टे पर ली गयी भूमि के किराये | १.अध्यक्ष           | पूर्ण अधिकार                    | वित्तीय नियम संग्रह खण्ड–5 भाग–1 के       | पूर्ण अधिकार।                     |
|      | का भुगतान स्वीकार करना।        | 2 गतन्ध निटेशक      | कोर्ट अधिकान नही।               | परिशिष्ट–10 में दी गयी शतो के अधीन        | वित्तीय नियम संग्रह खण्ड–5 भाग–1  |
|      |                                | 2.9914 114314       | पगइ जावपगर गहा।                 | रहते हुए बजट की उपलब्धता की सीमा          | के परिशिष्ट् 10 में दी गयी शतौ के |
|      |                                | 3.कार्यालयाध्यक्ष   | कोई अधिकार नही।                 | में तथा पूर्ण पारदर्शिता से (शासनादेश     | अधीन रहते हुए प्रत्येक मामले में  |
|      |                                |                     |                                 | संख्या-ए-2-930 / दस-84-14                 | प्रतिवर्ष रु० ३००० / – (रु० तीन   |
|      |                                |                     |                                 | (30) / 73 दिनॉक 28 फरवरी, 1984)           | हजार) तक।                         |
| 04   | गैर-आवासिक भवनों की जिनकी      | १.अध्यक्ष           | वित्त विभाग एवं न्याय विभाग के  |   | वित्त विभाग एवं न्याय विभाग के    |
|      | सरकारी प्रयोग के लिए           |                     | परामर्श से कार्यवाही की जायेगी। |   | परामश से कार्यवाही की जायेगी।     |
|      | आवश्यकता न हो, किराये पर       | 2.प्रबन्ध निदेशक    | कोई अधिकार नहीं।                |   | वित्त विभाग एवं न्याय विभाग के    |
|      | देना ।                         | 3.कार्यालयाध्यक्ष   |                                 |   | परामर्श से कायेवाही की जायेगी।    |

# विवरण पत्र–IV गोदामों का किराया

| 01 | भण्डार (स्टोर्स) वस्तुएं        | १.अध्यक्ष         | रु0 2000∕− (रु0 दो हजार) | वित्तीय नियम संग्रह, खण्ड—5, भाग—1   | पूर्ण अधिकार।                      |
|----|---------------------------------|-------------------|--------------------------|--------------------------------------|------------------------------------|
|    | (मैटीरियल्स) औजार, सयत्र और     |                   | प्रतिमाह से अधिक         | के परिशिष्ट 10 के नियम 24 में दी हुई |                                    |
|    | बीज, उर्वरकों इत्यादि के संग्रह | 2.प्रबन्ध निदेशक  | रु0 2000∕− (रु0 दो हजार) | शर्तो के अधीन                        | प्रत्येक मामले में रु० 2500/– (रु० |
|    | करने के निमित्त किराये पर लिये  |                   | प्रतिमाह तक              |                                      | दो हजार पॉच सौ) प्रतिवर्ष तक       |
|    | गये गोदामों का किराया स्वीकृत   | 3 कार्यालयाध्यक्ष | कोई अधिकार नही।          |                                      | कोई अधिकार नही।                    |
|    | करना ।                          |                   |                          |                                      |                                    |

| क्र0 | अधिकार का प्रकार    | किसके द्वारा प्रयोग | परिसीमायें                                    | अभ्युक्ति | पूर्व अधिकार   |
|------|---------------------|---------------------|---|-----------|--|
| स0   |                     | किया जायेगा         |   |           |  |
| 01   | 02                  | 03                  | 04  | 05        | 06   |
|      | (क) पर्वतीय क्षेत्र |                     |   |           |  |
|      | (ख) मैदानी क्षेत्र  | १.अध्यक्ष           | रु० 5000∕− (रु० पॉच हजार)<br>प्रतिमाह से अधिक |           | पूर्ण अधिकार ।   |
|      |                     | 2.प्रबन्ध निदेशक    | रु० 5000∕− (रु० पॉच हजार)<br>प्रतिमाह तक      |           | प्रत्येक मामले में रु0 2500/– (रु0<br>दो हजार पॉच सौ) प्रतिवर्ष तक |
|      |                     | 3.कार्यालयाध्यक्ष   | कोई अधिकार नही।                               |           | कोई अधिकार नही।  |

### विवरण पत्र–V प्रकीर्ण आकस्मिक आवर्तक व्यय

| 01 | (क) सामान्य व्यय के प्रत्येक<br>मामले में यथा, लेखन सामग्री,<br>टेलीफोन के बिल पर व्यय,<br>गाड़ियों का अनुरक्षण एवं पेट्रोल<br>आदि की खरीद, कम्प्यूटर<br>स्टेशनरी तथा बीज का क्रय। | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक<br>3.कार्यालयाध्यक्ष | पूर्ण अधिकार<br>सामग्री क्रय हेतु एक बार में रु0<br>300000 / – (रु0 तीन लाख) मूल्य<br>तक<br>सामग्री क्रय हेतु एक बार में रु0<br>30000 / – (रु0 तीस हजार) तक | बजट की उपलब्धता एवं मानक के<br>अधीन—क्रय प्रक्रिया उत्तराखण्ड<br>अधिप्राप्ति नियमावली 2008 के अनुसार<br>होगी। | पूर्ण अधिकार।<br>रु० 100000 / – (रु० एक लाख)<br>तक।<br>रु० 20000 / – (रु० बीस हजार)<br>तक। |
|----|--|--|---|---|--|
|    | (ख)नगरपालिका / नगरमहापालिका<br>अथवा कैन्टोनमेंट करों तथा<br>बिजली और पानी सम्बन्धी व्यय<br>का भूगतान स्वीकृत करना।   | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक<br>3.कार्यालयाध्यक्ष | पूर्ण अधिकार<br>पूर्ण अधिकार<br>पूर्ण अधिकार  | वित्तीय नियम संग्रह, खण्ड—5, भाग—1<br>पैरा 165 में दी हुई शर्तो के अधीन।                                      | ूर्ण अधिकार वित्तीय नियम संग्रह<br>खण्ड—5, भाग—1 पैरा 165 में दी हुई<br>शर्तो के अधीन।     |

# विवरण पत्र-VI राजस्व में छूट अथवा परित्यजन

| 01 | राजस्व में छूट देना अथवा वसूली  | १.अध्यक्ष         | पूर्ण अधिकार                  |  | प्रत्येक मामले में रु० ५००/– (रु०      |
|----|---------------------------------|-------------------|-------------------------------|--|--|
|    | छोड़ देनाः–                     |                   |                               |  | पॉच हजार तक)                           |
|    | 1. ऐसी धनराशियाँ जो             |                   | <i>,</i>                      |  |  |
|    | विभागध्यक्षों द्वारा वसल न होने | 2.प्रबन्ध निदेशक  | रु० 10000 / – (रु० दस हजार)   |  | प्रत्येक मामले में रु० २०००/— (रु०     |
|    | योग्य प्रमाणित की गयी हो        |                   | तक                            |  | दो हजार) तक।                           |
|    |                                 | 3.कार्यालयाध्यक्ष | कोई अधिकार नही।               |  | कोई अधिकार नही।                        |
|    |                                 |                   |                               |  |  |
| 02 | ऐसी धनराशियाँ जो वसूल न होने    | १.अध्यक्ष         | प्रत्येक मामले में रु० 5000/– | निम्नलिखित शतों के अधीन—               | 1.प्रत्येक मामले में रु० २००० / – (रु० |
|    | योग्य घोषित न हुई हों।          |                   | (रु० पॉच हजार) रुपये तक       | 1. इस अधिकार का प्रयोग उन मामलों में   | दो हजार) तक।                           |
|    | _                               |                   |                               | नही किया जायेगा जिनमें कि ऐसी छूटें    |  |
|    |                                 | 2.प्रबन्ध निदेशक  | प्रत्येक मामले में रु० २०००/— | किसी अधिनियम या नियमावली अथवा          | 1.प्रत्येक मामले में रु० 1000 / – (रु० |
|    |                                 |                   | (रू० दो हजार ) तक             | पृथक अनुदेशों द्वारा नियंत्रित होती हो | एक हजार) तक।                           |
|    |                                 |                   |                               | अथवा कोई विशेष प्रतिनिधियान मौजूद      |  |
|    |                                 |                   |                               | हो।                                    |  |
|    |                                 |                   |                               | 2. जहॉ पर छूट देने के लिए कोई          |  |

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें | अभ्युक्ति                                 | पूर्व अधिकार |
|------|------------------|---------------------|------------|---|--------------|
| स0   |                  | किया जायेगा         |            |   |              |
| 01   | 02               | 03                  | 04         | 05  | 06           |
|      |                  |                     |            | प्रक्रिया निर्धारित हो वहाँ उसका अनिवार्य |              |
|      |                  |                     |            | रूप से पालन किया जाना चाहिए।              |              |
|      |                  |                     |            | 3. उस मामले में प्रक्रिया के किसी दोष     |              |
|      |                  |                     |            | का पता न चलें।                            |              |
|      |                  |                     |            | 4. किसी सरकारी कर्मचारी की ओर से          |              |
|      |                  |                     |            | असावधानी न की गयी हो, जिसमें किसी         |              |
|      |                  |                     |            | उच्चतर प्राधिकारी के आदेश अपेक्षित        |              |
|      |                  |                     |            | हों।                                      |              |
|      |                  |                     |            | 5. प्रत्येक मामले में वसूली की छूट के     |              |
|      |                  |                     |            | कारण अभिलिखित किये गये हों।               |              |
|      |                  |                     |            |   |              |

# विवरण पत्र–VII हानियों को बट्टे खाते डालना

| 01 | भण्डार या लोकधन की                   | १.अध्यक्ष | प्रत्येक मद में रु0 20000 / – (रु0 | प्रत्येक मद में रु० २००००/– (रु० |
|----|--------------------------------------|-----------|------------------------------------|----------------------------------|
|    | अवसूलनीय हानियॉ जिनके                |           | बीस हजार) से अधिक तथा रु०          | बीस हजार) से अधिक तथा रु०        |
|    | अन्तर्गेत पूर्णतः नष्ट हुए स्टाम्पों |           | 50000/- (रु० पचार हजार) से         | 50000/— (रु० पचास हजार) से       |
|    | की हानि भी सम्मिलित है, को           |           | अनाधिक की सीमा तक बशर्ते मदों      | अनाधिक की सीमा तक, बशर्त मदों    |
|    | बट्टे खाते डालना।                    |           | के समूह का कुल मूल्य रु0           | के समूह का कुल मूल्य रु0         |
|    |                                      |           | 100000 / – (रु० एक लाख) से         | 100000/- (रु० एक लाख) से         |
|    |                                      |           | अधिक न हो।                         | अधिक न हो। उपरोक्त प्रतिनिधायन   |
|    |                                      |           | उपरोक्त निम्नलिखित प्रतिनिधायन     | इस शर्त के अधीन है कि हानि से    |
|    |                                      |           | इस शर्त के अधीन है कि हानि से      | इस बात का पता न चलता हो कि –     |
|    |                                      |           | इस बात का पता न चलता हो            |                                  |
|    |                                      |           | कि–                                |                                  |
|    |                                      |           | 1. प्रणाली का कोई दोष है, जिसमें   | 1. प्रणाली का काई दोष है, जिसमें |
|    |                                      |           | संशोधन के लिए उच्चतर               | संशोधन के लिए उच्चतर प्राधिकारी  |
|    |                                      |           | प्राधिकारी के आदेशों की            | के आदेशों की आवश्यकता हो, अथवा   |
|    |                                      |           | आवश्यकता हो, अथवा                  |                                  |
|    |                                      |           |                                    | <br>                             |
|    |                                      |           | 2. किसी एक विशेष अधिकारी           | 2. किसी एक विशेष अधिकारी अथवा    |
|    |                                      |           | अथवा अधिकारियों की ओर से           | अधिकारियों की ओर से कोई घोर      |
|    |                                      |           | कोई घोर असावधानी की गयी हो,        | असावधानी की गई हो जिसके          |
|    |                                      |           | जिसके निमित्त सम्भवतः              | निर्मितः सम्भवतः अनुशासनिक       |
|    |                                      |           | अनुशासनिक कार्यवाही करने के        | कार्यवाही करने के लिए उच्चतर     |
|    |                                      |           | लिए उच्चतर प्राधिकारी के आदेशों    | प्राधिकारी के आदेशों की आवश्यकता |
|    |                                      |           | की आवश्यकता हो।                    | हो ।                             |

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें                         | अभ्युक्ति | पूर्व अधिकार                         |
|------|------------------|---------------------|------------------------------------|-----------|--------------------------------------|
| स0   |                  | किया जायेगा         |                                    | _         |                                      |
| 01   | 02               | 03                  | 04                                 | 05        | 06                                   |
|      |                  | 2.प्रबन्ध निदेशक    | प्रत्येक मद में रु0 20000 / – (रु0 |           | प्रत्येक मद में रु0 20000/— (रु0     |
|      |                  |                     | बीस हजार) की सीमा तक, बशर्ते       |           | बीस हजार) की सीमा तक, बशर्ते         |
|      |                  |                     | मदों के समूह का कुल मूल्य एक       |           | मदों के समूह का कुल मूल्य एक वर्ष    |
|      |                  |                     | वर्ष में रु० 50000 / – (रु० पचास   |           | में रु० 50000 / - (रु० पंचास हजार)   |
|      |                  |                     | हजार) से अधिक न हो।                |           | से अधिक न हो।                        |
|      |                  | 3.कार्यालयाध्यक्ष   | प्रत्येक मामले में रु0 2000/–      |           | प्रत्येक मद में रु० २००० / – (रु० दो |
|      |                  |                     | (रु0 दो हजार) तक किन्तु एक वर्ष    |           | हजार) तक, किन्तु एक वर्ष में कुल     |
|      |                  |                     | में कुल रु० १०००० / – (रु० दस      |           | रु० 10000 / – (रु० दस हजार) की       |
|      |                  |                     | हजार) की सीमा तक।                  |           | सीमा तक।                             |

# विवरण पत्र–VIII प्रकीर्ण आकस्मिक व्यय

| 01 | नीलामकर्ताओं को जहॉ उनकी<br>सेवाये लेना अनिवार्य समझा जाये,<br>कमीशन का भुगतान स्वीकृत<br>करना।   | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक                      | पूर्ण अधिकार<br>उनके द्वारा बिक्री की सकल<br>धनराशि के 5 प्रतिशत की<br>अनाधिक दर तक, किन्तु<br>नीलामकर्ता की नियुक्ति के सम्बन्ध<br>में अध्यक्ष की अनुमति प्राप्त करनी<br>होगी।                           |  | –<br>उनके द्वारा बिक्री की सकल धनराशि<br>के 05 प्रशित की अनाधिक दर तक<br>किन्तु नीलामकर्ता की नियुक्ति के<br>सम्बन्ध में अध्यक्ष की अनुमति प्राप्त<br>करनी होगी।  |
|----|---|--|---|--|---|
| 02 | प्रदर्शनियों के लिए व्यय स्वीकृत<br>करना, जिसमें परिवहन व्यय,<br>अस्थाई कर्मचारियेां का यात्रा<br>भत्ता, आकस्मिक व्यय इत्यादि<br>सम्मिलित है। | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक                      | पूर्ण अधिकार<br>क–रु0 500000 / – (रु0 पॉच<br>लाख) तक (यदि व्यय अनुमोदित<br>आयोजनागत (प्लान) योजना के<br>अन्तर्गत है)<br>ख–रु0 50000 / – (रु0 पचास<br>हजारा) तक यदि व्यय आयोजनेतर<br>पक्ष से किया जाना है। | उत्तराखण्ड अधिप्राप्ति नियमावली 2008<br>तथा बजट की सीमा में। | –<br>एक वर्ष में रु0 10000 / – (रु0 दस<br>हजार) तक इस शर्त के अधीन कि<br>उक्त के सम्बन्ध में कोई विशिष्ट<br>स्वीकृति न हों।   |
| 03 | विलम्ब शुल्क (डेमरेज⁄ वारपेज<br>चार्जेज) पर व्यय स्वीकृत करना।  | 1.अध्यक्ष<br>2.प्रबन्ध निदेशक<br>3.कार्यालयाध्यक्ष | पूर्ण अधिकार<br>रु० 10000 / – (रु० दस हजार)<br>तक<br>अध्यक्ष को सूचित करना होगा।<br>रु० 5000 / – (रु० पॉच हजार)<br>तक<br>अध्यक्ष को सूचित करना होगा।  |  | पूर्ण अधिकारं<br>पूर्ण अधिकार, किन्तु रु० 2500/–<br>(रु० दो हजार पॉच सौ) से अधिक के<br>प्रत्येक मामले में अध्यक्ष को सूचित<br>करना होगा।<br>पूर्ण अधिकार, किन्तु रु० 1000/–<br>(रु० एक हजार) से अधिक के प्रत्येक<br>मामले में अध्यक्ष को सूचित करना |

| क्र0 | अधिकार का प्रकार   | किसके द्वारा प्रयोग | परिसीमायें                          | अभ्युक्ति                               | पूर्व अधिकार                         |
|------|--|---------------------|-------------------------------------|---|--------------------------------------|
| स0   |  | किया जायेगा         |                                     |   |                                      |
| 01   | 02   | 03                  | 04                                  | 05                                      | 06                                   |
|      |  |                     |                                     |   | होगा ।                               |
|      |  |                     |                                     |   |                                      |
| 04   | षित्राच्याच तथा उट्याटन आदि                                  | 1 এৎসম              | ाक बार में ऊ० २०००० / – (ऊ०         |   | कः २००० / – (ऊ० टो टानार) की         |
| 04   | ारीला पारी राया उप्यादन जावि<br>जीमें अतमर्गे के मम्बन्ध में | ા.બબ્બલ             | र्थ परि 1 00 20000/ – (00           |   | र्भ 2000/ – (२० ५) २०१२ को जाश कि    |
|      | आकस्मिक व्यय स्वीकन करना।                                    |                     | 500000 / - (500000)                 |   | एक वित्तीय वर्ष में कल व्यय रू०      |
|      |  |                     | तक इस प्रतिबन्ध के साथ कि मा०       |   | 20000 / — (रु०) बीस इज़ार) से        |
|      |  |                     | मरव्यमंत्री जी / विभागीय मंत्री जी  |   | अधिक न हो तथा मरव्यमंत्री जी का      |
|      |  |                     | का अनमोदन प्राप्त कर लिया गया       |   | अनमोदन प्राप्त कर लिया गया हो व      |
|      |  |                     | हो व्यय सचिव सामान्य प्रशासन        |   | व्यय सचिव सामान्य प्रशासन अनभाग      |
|      |  |                     | अनभाग के अर्द्धशासकीय पत्र संव      |   | के अर्धशासकीय पत्र सं0 आठ            |
|      |  |                     | आठ (06 / 51 / 67) सामान्य           |   | (6 / 51 / 67) सामान्य प्रशासन        |
|      |  |                     | प्रशासन अनुभाग–2, दिनॉक 28          |   | अनुभाग—2, दिनॉक 28 जनवरी, 1972       |
|      |  |                     | जनवरी, 1972 में निर्धारित अनुदेशों  |   | में निर्धारित अनुदेशों के अनुसार हो। |
|      |  |                     | के अनुसार हो।                       |   | 5 5                                  |
|      |  | 2.प्रबन्ध निदेशक    | एक बार में रु० 10000 / - (रु०       |   | कोई अधिकार नही।                      |
|      |  |                     | दस हजार) तक तथा एक वर्ष में         |   |                                      |
|      |  |                     | रु० 100000 ∕ − (रु० एक लाख)         |   |                                      |
|      |  |                     | तक इस प्रतिबन्ध के साथ कि मा0       |   |                                      |
|      |  |                     | मुख्यमंत्री जी/ विभागीय मंत्री जी   |   |                                      |
|      |  |                     | का अनुमोदन प्राप्त कर लिया गया      |   |                                      |
|      |  |                     | हो, व्यय सचिव सामान्य प्रशासन       |   |                                      |
|      |  |                     | अनुभाग के अर्द्धशासकीय पत्र सं0     |   |                                      |
|      |  |                     | आठ (06 / 51 / 67) सामान्य           |   |                                      |
|      |  |                     | प्रशासन अनुभाग–2, दिनॉक 28          |   |                                      |
|      |  |                     | ज्नवरी, 1972 में निर्धारित अनुदेशों |   |                                      |
|      |  |                     | के अनुसार हो।                       |   |                                      |
|      |  | ३.कार्यालयाध्यक्ष   | कोई अधिकार नहीं।                    |   | कोई अधिकार नहीं।                     |
| 05   | कार्मिकों की वर्दी तथा गर्म कपडो                             | 1.प्रबन्ध निदेशक    | पूर्ण अधिकार                        | बजट उपलब्धता एवं मैनुअल ऑफ              | पूर्ण अधिकार, मैनुअल ऑफ गवर्नमेन्ट   |
| 1    | की आपूर्ति स्वीकृत करना।                                     |                     |                                     | गवर्नमेन्ट आर्डर्स के परिशिष्ट 16 (1981 | आर्डर्स के परिशिष्ट 16(1981 का       |
|      |  | २.कार्यालयाध्यक्ष   | पूर्ण अधिकार                        | का संस्करण) और वित्तीय नियम संग्रह,     | संस्करण) और वित्तीय नियम संग्रह,     |
| 1    |  |                     |                                     | खण्ड—5, भाग—1 के परिशिष्ट 10 तथा        | खण्ड—5, भाग—1 के परिशिष्ट 10 में     |
|      |  |                     |                                     | उत्तराखण्ड अधिप्राप्ति नियमावली–2008    | दी हुई शर्तो के अधीन।                |
| 1    |  |                     |                                     | में दी हुई शर्तो के अधीन                | -                                    |
| 06   | टेलीफोन संयोजन   | १.अध्यक्ष           | पूर्ण अधिकार, वित्त विभाग की        | नये टेलीफोन का संयोजन अध्यक्ष के        |                                      |
| 1    |  |                     | सहमति से                            | प्रस्ताव पर वित्त विभाग की सहमति से     |                                      |

| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें                      | अभ्युक्ति                             | पूर्व अधिकार |
|------|------------------|---------------------|---------------------------------|---------------------------------------|--------------|
| स0   |                  | किया जायेगा         |                                 | _                                     |              |
| 01   | 02               | 03                  | 04                              | 05                                    | 06           |
|      |                  |                     |                                 | किया जायेगा। टेलीफोन की अनुमन्यता     |              |
|      |                  |                     |                                 | प्रभावी शासनादेशों के आधार पर अनुमन्य |              |
|      |                  | 2.प्रबन्ध निदेशक    | यदि पद स्वीकृत हैं तो अनुमन्यता | होगी।                                 |              |
|      |                  |                     | के आधार पर पूर्ण अधिकार।        |                                       |              |
|      |                  |                     |                                 |                                       |              |
|      |                  | 3.कार्यालयाध्यक्ष   | कोई अधिकार नही।                 |                                       |              |
|      |                  |                     |                                 |                                       |              |

# विवरण पत्र–IX निर्माण कार्य

| 04 | वर्तमान भावासिक भवनों में सधास | TOLLAC V         | भाग सामक पालिशान के शन्तर्गत      | तन्त्र नगरस्य का नन्त्राख्यार      | भाग सामक पालिशान के शन्तर्गन        |
|----|--------------------------------|------------------|-----------------------------------|------------------------------------|-------------------------------------|
| 01 | प्रामान आपासिक मेपना न सुवार   | ।.जय्यदा         | जाय-प्ययक प्रापियान के अन्तनत     | वर्णेट उपलब्धता को उत्तराखण्ड      | आय-प्ययक प्रापियान के अन्तन्त       |
|    | के लिए अनुमानों की प्रशासकीय   |                  | पूर्ण अधिकार                      | प्रोक्योरमेन्ट रूल्स 2008 के अधीन। | प्रत्येक मामले में रु० 50000/— (रु० |
|    | स्वीकृत प्रदान करना।           |                  |                                   |                                    | पचास हजार) की सीमा तक किन्तु        |
|    |                                |                  |                                   |                                    | शर्त यह है कि मानक किराया           |
|    |                                |                  |                                   |                                    | (स्टैण्डर्ड रेन्ट) या ऐसे वर्ग के   |
|    |                                |                  |                                   |                                    | किरायेदारों की जिनके लिए वह बना     |
|    |                                |                  |                                   |                                    | हो, औसत उपलब्धियों के 10 प्रतिशत    |
|    |                                |                  |                                   |                                    | से अधिक न हो।                       |
|    |                                | 2.प्रबन्ध निदेशक | आय–व्ययक प्राविधान के अन्तर्गत    |                                    | आय–व्ययक के प्राविधान के अन्तर्गत   |
|    |                                |                  | प्रत्येक मामले में रु० 500000/-   |                                    | प्रत्येक मामले में रु0 10000/– (रु0 |
|    |                                |                  | (रु० पॉच लाख) की सीमा से          |                                    | दस हजार) की सीमा तक।                |
|    |                                |                  | अनाधिक तक किन्तु शर्त यह है       |                                    |                                     |
|    |                                |                  | कि मानक किराया (स्टैण्डर्ड रेन्ट) |                                    |                                     |
|    |                                |                  | या ऐसे वर्क के किरायेदारों की     |                                    |                                     |
|    |                                |                  | जिनके लिए वह बना हो, औसत          |                                    |                                     |
|    |                                |                  | उपलब्धियों के 10 प्रतिशत से       |                                    |                                     |
|    |                                |                  | अधिक न हो।                        |                                    |                                     |
|    |                                |                  |                                   |                                    |                                     |
|    |                                |                  |                                   |                                    |                                     |

# विवरण पत्र–X ठेके और टैण्डर

| 01 | छोटे निर्माण कार्यो (पेटी वर्क्स) के | १.अध्यक्ष        | पूर्ण अधिकार                    | वित्तीय संग्रह, खण्ड–5, भाग–1 का पैरा |                                     |
|----|--------------------------------------|------------------|---------------------------------|---------------------------------------|-------------------------------------|
|    | निष्पादन तथा सभी प्रकार की           |                  |                                 | 264 बजट उपलब्धता एवं उत्तराखण्ड       |                                     |
|    | मरम्मतों / आउटसोर्सिंग से            |                  |                                 | प्रोक्योरमेन्ट रूल्स 2008 के अधीन।    |                                     |
|    | सफाई / सरक्षा / माली की              | 2.प्रबन्ध निदेशक | आय-व्ययक प्राविधान के अन्तगत    |                                       | आय–व्ययक प्राविधान क अन्तगत         |
|    | त्यवस्था के लिए टेन्टर / टेके        |                  | प्रत्येक मामले में रु० 500000/- |                                       | प्रत्येक मामले में रु० 50000/- (रु० |
|    |                                      |                  | (रु0 पॉच लाख) तक                |                                       | पचास हजार) तक                       |
| क्र0 | अधिकार का प्रकार | किसके द्वारा प्रयोग | परिसीमायें                      | अभ्युक्ति | पूर्व अधिकार                        |
|------|------------------|---------------------|---------------------------------|-----------|-------------------------------------|
| स0   |                  | किया जायेगा         |                                 |           | _                                   |
| 01   | 02               | 03                  | 04                              | 05        | 06                                  |
|      | स्वीकृत करना।    | 3.कार्यालयाध्यक्ष   | आय–व्ययक प्राविधान के अन्तर्गत  |           | आय—व्ययक प्राविधान के अन्तर्गत      |
|      |                  |                     | प्रत्येक मामले में रु0 100000/- |           | प्रत्येक मामले में रु० 25000/- (रु० |
|      |                  |                     | (रु० एक लाख) तक किन्तु शर्त     |           | पच्चीस हजार) तक किन्तु शर्त यह है   |
|      |                  |                     | यह है कि अनुमान प्रबन्ध निदेशक  |           | कि अनुमान प्रबन्ध निदेशक द्वारा     |
|      |                  |                     | द्वारा स्वीकृत कर दिये गये हों। |           | स्वीकृत कर दिये गये हों।            |

## विवरण पत्र-XI अग्रिम धनराशियाँ

| 01  | स्थाई अग्रिम                                    | १.अध्यक्ष         | पूर्ण अधिकार   | वित्तीय हस्तपुस्तिका–खण्ड–5 भाग–1                                | पूर्ण अधिकार                  |
|-----|---|-------------------|--|--|-------------------------------|
|     |   | 2.प्रबन्ध निदेशक  | कोई अधिकार नही।  | के अध्याय—3 के पैरा—67 के अधीन।                                  | कोई अधिकार नही।               |
|     |   | 3.कार्यालयाध्यक्ष | कोई अधिकार नही।  |  | कोई अधिकार नही।               |
| 02  | भवन निर्माण/पुननिर्माण                          | १.अध्यक्ष         | अनुमन्य सीमा तक।   | वित्तीय हस्तपुस्तिका—खण्ड—5 भाग—1                                | अनुमन्य सीमा तक               |
|     | / क्रय / मरम्मत क लिए निगम<br>कार्णिकों को अगिम | २ प्रबन्ध निदेशक  | अनमन्य सीमा तक   | क अध्याय–11 के परा 244 के अधान                                   | अनमन्य सीमा तक                |
|     | फानिफा का आग्रन                                 | 2.214 9 1 19(14)  | अधीनस्थ श्रेणी–2 तक के कार्मिकों                                       | शासगादश सर्व ५३७७७ विजान्त १७ ५७७ विनॉक १६०७ २००४ एवं समय-समय पर |                               |
|     |   |                   | के सम्बन्ध में वित्त अधिकारी/  | वित्त विभाग द्वारा निर्गत शासनादेश की                            |                               |
|     |   |                   | वित्त निदेशक की संस्तुति पर।   | शर्तो के अधीन।   |                               |
|     |   | 3.कार्यालयाध्यक्ष | कोई अधिकार नही।  |  | कोई अधिकार नही।               |
| 03  | मोटर कार/ मोटर साईकिल/                          | १.अध्यक्ष         | अनुमन्य सीमा तक।   | वित्तीय हस्तपुस्तिका–खण्ड–5 भाग–1                                | अनुमन्य सीमा तक               |
|     | स्कूटर क्रय करने के लिए निगम                    | २ प्रबन्ध निदेशक  | अनमन्य सीमा तक   | के अध्याय–11 के पैरा 242 व 245 तथा                               | अनमन्य सीमा तक                |
|     | कामिका का आग्रम                                 |                   | अधीनस्थ श्रेणी–2 तक के कार्मिकों                                       | शासनादश स0 5387 वि0अनु0—17 2004<br>दिनॉक 16 जलाई 2004 की एव      |                               |
|     |   |                   | के सम्बन्ध में वित्त अधिकारी /   | समय–समय पर वित्त विभाग द्वारा निर्गत                             |                               |
|     |   |                   | वित्त निर्देशक की संस्तुति पर।   | शासनादेश की शर्तो के अधीन।                                       |                               |
| 0.1 |   | 3.कायालयाध्यक्ष   |  |  | काइ आधकार नहा।                |
| 04  | कम्प्यूटर क क्रय हतु ।नगम<br>कार्मिकों को अगिम  | १.अध्यक्ष         | अनुमन्य सामा तक।   | वित्त अनु0–1 का शासनादश स0<br>538ए / वि०अन० / 2004 दिनॉक 16      | अनुमन्य सामा तक।              |
|     |   | 2.प्रबन्ध निदेशक  | अनुमन्य सीमा तक  | जुलाई, 2004 एवं समय–समय पर वित्त                                 | अनुमन्य सीमा तक।              |
|     |   |                   | अधीनस्थ श्रेणी–2 तक के कार्मिको<br>के गणनाथ में विच्न अधिकारी (        | विभाग द्वारा निर्गत शासनादेश की शर्तो                            |                               |
|     |   |                   | पर्यं त्तन्त्रन्थं न । पत्तं आधकारा /<br>वित्तं निदेशक की संस्तति पर । | के अधीन।   |                               |
|     |   | 3.कार्यालयाध्यक्ष | कोई अधिकार नही।  |  | कोई अधिकार नही।               |
| 05  | स्वयं अथवा अधीनस्थ निगम                         | १.अध्यक्ष         | एक माह का मूल वेतन की सीमा   | वित्तीय हस्त पुस्तिका—खण्ड—5 भाग—1                               |                               |
|     | कार्मिक को, स्थानान्तरण अथवा                    | २ पतन्ध निदेशक    | में पूर्ण अधिकार।  | के अध्याय–11 के पैरा 249 (ए) की शर्तो                            | ाक मान के मल वेतन की सीमा में |
|     | उच्च शिक्षा / प्रशिक्षण पर जाने                 | ८.त्रष'प ।'।५२।५७ |  | के अधीन एक माह के मूल वेतन की                                    | पूर्ण अधिकार                  |

| क्र0 | अधिकार का प्रकार                                    | किसके द्वारा प्रयोग | परिसीमायें      | अभ्युक्ति   | पूर्व अधिकार |
|------|---|---------------------|-----------------|---|--------------|
| स0   |   | किया जायेगा         |                 |   |              |
| 01   | 02  | 03                  | 04              | 05  | 06           |
|      | हेतु आंग्रेम वेतन/ यात्रा भत्ता<br>स्वीकृत करना।    | ३.कार्यालयाध्यक्ष   |                 | सोमा मे।  |              |
| 06   | (क) दौरों के लिए अग्रिम स्वीकृत<br>करना।            | १.अध्यक्ष           | पूर्ण अधिकार।   | (क) वित्तीय हस्तपुस्तिका—खण्ड —5<br>भाग—1 के अध्याय—2 के प्रेय 67 की              |              |
|      |   | 2.प्रबन्ध निदेशक    | पूर्ण अधिकार।   | शर्तो के अधीन।  | पूर्ण अधिकार |
|      |   | 3.कार्यालयाध्यक्ष   | कोई अधिकार नही। |   |              |
|      | (ख) अपने स्वयं के दौरे अथवा<br>अधीनस्थ अराजपत्रित / | १.अध्यक्ष           | पूर्ण अधिकार।   | (ख) वित्तीय हस्तपुस्तिका—खण्ड —5<br>भाग—1 के अध्याय—11 के पैरा 249(सी)            |              |
|      | राजपत्रित निगम कार्मिकों के दौरे                    | 2.प्रबन्ध निदेशक    | पूर्ण अधिकार।   | जैसा कि वह शासनादेश   |              |
|      | क लिए यात्रा भन्ता आग्रम<br>स्वीकृत करना।           | ३.कार्यालयाध्यक्ष   | पूर्ण अधिकार ।  | स0—ए−1−233 / देस−84−15(9) 72<br>दिनॉक 20 जनवरी, 1984 द्वारा संशोधित               |              |
|      |   |                     |                 | की गयी है तथा निम्नलिखित शर्तो के<br>अधीन पूर्ण अधिकारः–                          |              |
|      |   |                     |                 | 1. राजपत्रित अथवा अराजपत्रित सेवक<br>(निरीक्षण अधिकारी को अमितित करते             |              |
|      |   |                     |                 | हुए) जिसे अन्तवर्ती स्थानों जो दुर्गम है,   |              |
|      |   |                     |                 | लम्बा दौरा करना अभिष्ट हो, तीस दिन<br>से अनाधिक अवधि के लिए वैयक्तिक              |              |
|      |   |                     |                 | यात्रा व्यय पूर्ति हेतु तथा दौरे से<br>सम्बन्धित प्रेषित उसके दारा किया गया       |              |
|      |   |                     |                 | प्रकीर्ण मदों पर व्यय जैसे– अभिलेख,   |              |
|      |   |                     |                 | तम्बू अथवा सरकारा सम्पात्त का ढुलाइ<br>पर प्रयुक्त वाहनों की पूर्ति हेतु सम्भावित |              |
|      |   |                     |                 | यात्रा भत्ते की राशि के 90 प्रतिशत तक<br>का अग्रिम।                               |              |
|      |   |                     |                 | 2. राजपत्रित अथवा अराजपत्रित निगम   |              |
|      |   |                     |                 | कार्मिक को, यात्रा के उन सभी मामलों में<br>जिनमें यात्रा भत्ता उसी प्रकार अनमन्य  |              |
|      |   |                     |                 | है जैसे कि दौरो पर यात्रा भत्ता देय है,   |              |
|      |   |                     |                 |   |              |
|      |   |                     |                 | ाटप्पणा—1. इस ानयम म कार्यालयाध्यक्ष<br>अग्रिम देने के लिए अधिकृत हैं। वे ऐसे     |              |

| क्र0 | अधिकार का प्रकार             | किसके द्वारा प्रयोग | परिसीमायें                       | अभ्युक्ति                               | पूर्व अधिकार                          |
|------|------------------------------|---------------------|----------------------------------|---|---------------------------------------|
| स0   |                              | किया जायेगा         |                                  |   |                                       |
| 01   | 02                           | 03                  | 04                               | 05                                      | 06                                    |
|      |                              |                     |                                  | अग्रिम स्वयं अपने लिए अथवा अपने         |                                       |
|      |                              |                     |                                  | कार्यालयों के किसी अन्य राजपत्रित       |                                       |
|      |                              |                     |                                  | अधिकारी को भी स्वीकृत कर सकते हैं       |                                       |
|      |                              |                     |                                  | बशर्ते कि यात्रा भत्ते की धनराशि एक     |                                       |
|      |                              |                     |                                  | <u>समय में रु० 1000/- (रु० एक हजार)</u> |                                       |
|      |                              |                     |                                  | <u>से कम होने की सम्भावना न हो तथा</u>  |                                       |
|      |                              |                     |                                  | अधिकतम अग्रिम की धनराशि रु0             |                                       |
|      |                              |                     |                                  | <u> 5000 / (रु० पॉच हजार) तक हो।</u>    |                                       |
|      |                              |                     |                                  | 2. एक निगम कार्मिक को द्वितीय अग्रिम    |                                       |
|      |                              |                     |                                  | तब तक स्वीकृत नहीं किया जा सकता         |                                       |
|      |                              |                     |                                  | है, जब तक कि पहले अग्रिम का             |                                       |
|      |                              |                     |                                  | समायोजन न हो गया हो।                    |                                       |
|      |                              |                     |                                  | 3. इस नियम के अन्तर्गत अग्रिम का        |                                       |
|      |                              |                     |                                  | समायोजन दौरे के समाप्त होने पर          |                                       |
|      |                              |                     |                                  | अथवा 31 मार्च को जो भी पहले हो, हो      |                                       |
|      |                              |                     |                                  | जाना चाहिए। यद्याप माच क माह म          |                                       |
|      |                              |                     |                                  | आहरित अग्रिम का समायोजन दौरे के         |                                       |
|      |                              |                     |                                  | समाप्त हान पर अथवा अनुवर्ता ३० अप्रल    |                                       |
|      |                              |                     |                                  | तक किया जा सकता ह।                      |                                       |
| 07   | एल०टा०सा० हतु आग्रम स्वाकृत  | १.अध्यक्ष           | पूण आधकार।                       | बजट का उपलब्धता का सामा म               | पूण आधकार।                            |
|      | करना                         | २ प्रबन्ध निदेशक    | पर्ण अधिकार।                     | शासनादश स0                              |                                       |
|      |                              |                     |                                  | 1115/1003-j0-3/2003 Id-114              |                                       |
|      |                              | ३.कार्यालयाध्यक्ष   | अपने अधीनस्थ अराजपत्रित          | 31 दिसम्बर, 2003 के प्राविधानी क        | पूर्ण अधिकार, अपने अधीनस्थ            |
|      |                              |                     | कर्मचारियों के सम्बन्ध में पूर्ण | अनुसार                                  | अराजपत्रित कर्मचारियों के सम्बन्ध में |
|      |                              |                     | अधिकार।                          |   | पूर्ण अधिकार।                         |
| 08   | कानूनी कार्यवाही हेतु अग्रिम | १.अध्यक्ष           | पूर्ण अधिकार।                    | बजट की सीमा में।                        |                                       |
|      | स्वीकृत करना।                | 2.प्रबन्ध निदेशक    | पूर्ण अधिकार।                    |   |                                       |
|      |                              | 3.कार्यालयाध्यक्ष   | पूर्ण अधिकार।                    |   |                                       |
| 09   | चिकित्सा अग्रिम              | 1. अध्यक्ष परन्तु   | रु० २.०० लाख से अधिक             | प्रधान कार्यालय के ज्ञाप सं0            | रु० २.०० लाख से अधिक                  |
|      |                              | निदेशक मण्डल की     |                                  | 1039 / वि0अनु0 / बोर्ड ्बैठक (नवम्) / 7 |                                       |
|      |                              | स्वीकृति आवश्यक     |                                  | दिनॉक 18.03.2011 के द्वारा निर्धारित    |                                       |
|      |                              | १. अध्यक्ष          | रु० 100000 ∕ − (रु० एक लाख)      | मानक के अनुसार।                         | रु0 100000 / - (रु0 एक लाख) से        |
|      |                              |                     | से अधिक किन्तु रु० 200000/-      |   | अधिक किन्तु रु० 200000/- (रु०         |
|      |                              |                     | (रु० दो लाख) तक                  |   | दो लाख) तक।                           |

| क्र0 | अधिकार का प्रकार      | किसके द्वारा प्रयोग | परिसीमायें                 | अभ्युक्ति                                  | पूर्व अधिकार                    |
|------|-----------------------|---------------------|----------------------------|--|---------------------------------|
| स0   |                       | किया जायेगा         |                            |  |                                 |
| 01   | 02                    | 03                  | 04                         | 05   | 06                              |
|      |                       | 2.प्रबन्ध निदेशक    | रु० 40000 / – (रु० चालीस   |  | रु० ४०००० / – (रु० चालीस हजार)  |
|      |                       |                     | हजार) से अधिक किन्तु रु0   |  | से अधिक किन्तु रु० 100000/–     |
|      |                       |                     | 100000 / – (रु0 एक लाख) तक |  | (रु० एक लाख) तक।                |
|      |                       | 3.मुख्य अभियन्ता    | रु० ४०००० / – (रु० चालीस   |  | रु० ४०००० / – (रु० चालीस हजार)  |
|      |                       |                     | हजार) तक                   |  | तक                              |
| 10   | सामान्य कार्यालय व्यय | १.अध्यक्ष           | पूर्ण अधिकार।              | बजट की उपलब्धता एवं मानक के                | पूर्ण अधिकार                    |
|      |                       |                     |                            | अधीन क्रय प्रक्रिया उत्तराखण्ड अधिप्राप्ति |                                 |
|      |                       | 2.प्रबन्ध निदशक     | रु० 500000/- (रु० पाच लाख) | नियमावली के अनुसार होगी।                   | रु० २५००० / – (रु० पच्चास हजार) |
|      |                       |                     | तक                         | 5  |                                 |
|      |                       | 3.कार्यालयाध्यक्ष   | रु० 25000/- (रु० पच्चीस    |  |                                 |
|      |                       |                     | हजार) तक                   |  |                                 |
|      |                       |                     |                            |  |                                 |

विवरण पत्र—XII भण्डार और सामग्री नयी साज—सज्जा/ कार्यालय उपयोग हेतु उपकरण/ विशिष्ट विभागीय कार्य हेतु उपकरण व सयंत्र का क्रय स्वीकार

करना ।

| 01 | 1–कार्यालय उपयोग हेतु         | अध्यक्ष         | पूर्ण अधिकार                  | बजट की उपलब्धता एवं मानक के            | पूर्ण अधिकार, रु० १०००/– (रु०       |
|----|-------------------------------|-----------------|-------------------------------|--|-------------------------------------|
|    | उपकरण/ नई साज सज्जा           |                 |                               | अधीन                                   | दस हजार) से ऊपर के मूल्य की         |
|    | 2– विभागीय कार्य हेतु उपकरण   |                 |                               |  | किसी वस्तुं के मामले वित्तं विभाग   |
|    | एवं सयंत्र।                   |                 |                               |  | की सहमति प्राप्त करनी होगी।         |
| 02 | 1– कार्यालय उपयोग हेतु        | प्रबन्ध निदेशक  | इस प्रतिबन्ध के साथ कि किसी   | –क्रय प्रक्रिया उत्तराखण्ड अधिप्राप्ति | निम्नलिखित शर्तो के अधीन पूर्ण      |
|    | उपकरण / नई साज सज्जा          |                 | एक वस्तु का मूल्य रु०         | नियमावली 2008 के अनुसार होगी।          | अधिकारः–                            |
|    |                               |                 | 100000/- (रु० एक लाख) से      |  | 1. किसी एक वस्तु का मूल्य रु0       |
|    |                               |                 | अधिक नही होगा तथा एक बार में  | –बजट मैनुअल के प्रस्तर 59 के अधीन      | 10000/— (रु0 दस हजार) से            |
|    |                               |                 | रु० 500000∕− (रु० पॉच लाख)    | "नये व्यय" की स्वीकृति प्राप्त करनी    | अधिक नही होगा।                      |
|    |                               |                 | तक की सामग्री का क्रय किया जा | आवश्यक होगी।                           |                                     |
|    |                               |                 | सकता है।                      | –समय–समय जारी मितव्ययता विषयक          | 2. क्रय की निर्धारित प्रक्रिया का   |
|    | 2— विशिष्ट विभागीय कार्य हेतु | प्रबन्ध निदेशक  | इस प्रतिबन्ध के साथ कि किसी   | शासनादेशों का अनुपालन सुनिश्चित        | पालन किया जाना चाहिए।               |
|    | उपकरण एवं सयंत्र।             |                 | एक वस्तु का मूल्य रु०         | किया जाना होगा।                        |                                     |
|    |                               |                 | 500000/- (रु० पॉच लाख) से     | –ए०सी० की अनुमन्यता रु० ८७०/–          | 3. स्वीकृत विशिष्ट प्राविधानित      |
|    |                               |                 | अधिक नही होगा तथा एक बार में  | (रु० आठ हजार सात सौ) तथा ऊपर के        | अनुदानों के अन्तर्गत निधियाँ उपलब्ध |
|    |                               |                 | रु० 1000000∕− (रु० दस लाख)    | ग्रेड वेतन के अधिकारियों के लिए होगी।  | है।                                 |
|    |                               |                 | तक की सामग्री का क्रय किया जा |  | टिप्पणी– नई साज–सज्जा की श्रेणी     |
|    |                               |                 | सकता है।                      |  | में आने वाली वस्तुओं की सूची        |
|    |                               |                 |                               |  | कॉलम–2 में दी गयी है।               |
|    |                               | कार्यालयाध्यक्ष | कोई अधिकार नही।               |  | कोई अधिकार नही।                     |
| 1  |                               | 1               |                               |  |                                     |

## निर्माण कार्य सम्बन्धी प्रतिनिधायन

## नोटः-सभी अधिप्राप्तियों के लिए प्रोक्योरमेन्ट रूल्स एवं बजट मैनुअल के नियमों का अनुपालन बाध्यकारी होगा।

| क्र0स0   | अधिकार का प्रकार   | किसके द्वारा प्रयोग किया<br>जायेगा                         | परिसीमायें  | पूर्व अधिकार   |  |  |  |  |
|----------|--|--|---|--|--|--|--|--|
| 01       | 02   | 03   | 04  | 05   |  |  |  |  |
| <u> </u> | विवरण पत्र—। मुद्रण सम्बन्धी व्यय  |  |   |  |  |  |  |  |
| 01       | रु0 7500000 / — (रु0 पिचहत्तर<br>लाख) तक के निर्माण कार्यो के<br>अल्पकालीन सूचना सम्पादित कराने<br>के लिए निविदा सूचना समाचार पत्रों<br>में देने हेतु। | अधिशासी अभियन्ता   | किसी एक मामले में रु० 15000 / – (रु० पन्द्रह हजार)<br>की सीमा तक किन्तु शर्त यह है कि इस प्रकार छपाया<br>गया कार्य आवश्यक हो।<br>टिप्पणीः–विज्ञापन सूचना निदेशक उत्तराखण्ड के माध्यम<br>से छपवाया जायेगा।   | किसी एक मामले में रु0 500 ⁄ − (रु0 पॉच<br>सौ) की सीमा तक, किन्तु शर्त यह है कि इस<br>प्रकार छपाया गया कार्य आवश्यक हो।   |  |  |  |  |
|          |  | विवरण  | पत्र—।। अग्रिम धनराशियाँ  |  |  |  |  |  |
| 01       | स्थायी अधीनस्थ और अस्थायी अथवा<br>कार्य प्रभारित (वर्कचार्जड) अधिष्ठान<br>के सदस्यों को उचन्त (इम्प्रेस्ट)<br>स्वीकृत करना।                            | मुख्य अभियन्ता / अधीक्षण<br>अभियन्ता / अधिशासी<br>अभियन्ता | विभागीय निर्माण कार्यो के सम्बन्ध में रु० 25000/–<br>(रु० पच्चीस हजार) तक तथा अन्य मामलों में उस सीमा<br>तक जो आवश्यक समझी जाये किन्तु अधिकतम रु०<br>5000/– (रु० पॉच हजार) तक और वित्तीय नियम<br>संग्रह, खण्ड–6 के पैरा–166 और 168 में दी हुई शर्ती<br>के अधीन। | विभागीय निर्माण कार्यो के सम्बन्ध में रु0<br>10000/- (रु0 दस हजार) तक तथा अन्य<br>मामलों में उस सीमा तक जो आवश्यक समझी<br>जाये किन्तु अधिकतम, रु0 2000/- (रु0 दो<br>हजार) तक और वित्तीय नियम संग्रह<br>खण्ड–6 के पैरा–166 और 168 में दी हुई<br>शत्तों के अधीन। |  |  |  |  |

#### विवरण पत्र—।।। भूमि तथा भवन

| 01 | भवनों के निर्माण के लिए चुने गये     | 1. अधीक्षण     | अभियन्ता  | पूर्ण अधिकार                                    | पूर्ण अधिकार।                  |
|----|--------------------------------------|----------------|-----------|---|--------------------------------|
|    | स्थानों पर स्थित हरे या सूखे वृक्षों |                |           | इस प्रतिबन्ध के साथ कि वन तथा उद्यान विभागों से |                                |
|    | को सार्वजनिक नीलामी द्वाराँ काटने    |                |           | आवश्यक अनापत्ति प्राप्त कर ली गयी हो।           |                                |
|    | की स्वीकृति प्रदान करना।             |                | -         |   |                                |
|    | E .                                  | 2. अधिशासी     | अभियन्ता  | रु० २५००० / – (रु० पच्चीस हजार) तक।             | रु० १०००० / – (रु० दस हजार) तक |
|    |                                      | (सिविल)        |           | इस प्रतिबन्ध के साथ कि वन तथा उद्यान विभागों से |                                |
|    |                                      | टिप्पणीः—वन    | संरक्षण   | आवश्यक अनापत्ति प्राप्त कर ली गयी हो।           |                                |
|    |                                      | अधिनियम तथ     | था अन्य   |   |                                |
|    |                                      | सूसंगत अधिनि   | नेयमों के |   |                                |
|    |                                      | प्राविधानों को | ध्यान में |   |                                |
|    |                                      | रखा जाये।      |           |   |                                |

| क्र0स0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग किया | परिसीमायें  | पूर्व अधिकार   |
|--------|---|--------------------------|---|--|
|        |   | जायेगा                   |   |  |
| 01     | 02  | 03                       | 04  | 05   |
|        |   | विष                      | वरण पत्र—IV निर्माण कार्य   |  |
| 1      | (क) मूल निर्माण कार्यो के लिए<br>परियोजना की प्रशासकीय स्वीकृति<br>प्रदान करना। | प्रबन्ध निदेशक           | <ul> <li>1. धार्मिक तथा पुरातत्व सम्बन्धी भवनों तथा विद्यमान आवासीय भवनों में सुधार तथा विशेष मरम्मतों के अनुमानों को अपवाद स्वरूप छोड़कर किसी एक मामले में रू0 1000000 / – (रू0 दस लाख) तक, निम्नलिखित शर्तों के अधीन–</li> <li>(1) यह है कि आवासिक भवन शासन द्वारा स्वीकृत मानक डिजाइन के अनुसार निर्मित किये जायेंगे और यह कि निर्माण की लागत उनसे सम्बन्धित अनुझेय वित्तीय सीमाओं या समय–समय पर शासन द्वारा नियत की गयी क्षेत्र सीमाओं से अधिक नही होगी और शर्त यह भी है कि निर्माण कार्य तब तक प्रारम्भ नही किया जायेंगा जब तक कि शासन द्वारा उनके व्यय की स्वीकृति न प्रदान कर दी जाये।</li> <li>(2) आवासिक भवनों में बिजली लगाने का व्यय फण्डामेन्टल रूल्स/तत्सम्बन्धी विषयक शासनादेशों में दी हुई सीमा से अधिक नही होना चाहिए और उसमें फिटिंग्स की मात्रा सब्सीडियरी रूल्स के अनुसार होनी चाहिए।</li> <li>(3) अनुमान में स्थायी आवासिक तथा गैर आवासीय भवनों की संख्या उससे अधिक नही होनी चाहिए जो योजना के अनुरक्षण के लिए, जब वह पूरी हो जाये, अनुमोदित मापदण्ड के अनुसार विभिन्न वर्गी के कर्मचारी वर्ग की संख्या के लिए अनुमन्य हो।</li> <li>(4) ऐसे आवासिक भवन (स्थायी अथवा अस्थायी दोनो प्रकार के) जिला मुख्यालयों पर नही बनाये जायेंगे जो लोक निर्माण विभाग की एक स्थलीय (पूल्ड) आवास योजना के अन्तर्गत न आते हों।</li> </ul> | <ol> <li>धार्मिक तथा पुरातत्व सम्बन्धी भवनों तथा<br/>विद्यमान आवासीय भवनों में सुधार तथा<br/>विशेष मरम्मतों के अनुमानों को अपवाद<br/>स्वरूप छोड़कर किसी एक मामले में रु0<br/>1500000 / – (रु0 पन्द्रह लाख) तक,<br/>निम्नलिखित शर्तो के अधीन–</li> <li>(1) यह है कि आवासिक भवन शासन द्वारा<br/>स्वीकृत मानक डिजाइन के अनुसार निर्मित<br/>किये जायेंगे और यह कि निर्माण की लागत<br/>उनसे सम्बन्धित अनुझेय वित्तीय सीमाओं या<br/>समय–समय पर शासन द्वारा नियत की गयी<br/>क्षेत्र सीमाओं से अधिक नही होगी और शर्त<br/>यह भी है कि निर्माण कार्य तब तक प्रारम्भ<br/>नही किया जायेगा जब तक कि शासन द्वारा<br/>उनके व्यय की स्वीकृति न प्रदान कर दी<br/>जाये।</li> <li>(2) आवासिक भवनों में बिजली लगाने का<br/>व्यय फण्डामेन्टल रूल्स / तत्सम्बन्धी विषयक<br/>शासनादेशों में दी हुई सीमा से अधिक नही<br/>होना चाहिए और उसमें फिटिंग्स की मात्रा<br/>सब्सीडियरी रूल्स के अनुसार होनी चाहिए।</li> <li>(3) अनुमान में स्थायी आवासिक तथा गैर<br/>आवासिक भवनों की संख्या उससे अधिक<br/>नही होनी चाहिए जो योजना के अनुरक्षण के<br/>लिए, जब वह पूरी हो जाये, अनुमोदित<br/>मापदण्ड के अनुसार विभिन्न वर्गा के<br/>कर्मचारी वर्ग की संख्या के लिए अनुमन्य हो।</li> <li>(4) ऐसे आवासिक भवन (स्थायी अथवा<br/>अस्थायी दोनो प्रकार के) जिला मुख्यालयों<br/>पर नही बनाये जायेंगे जो लोक निर्माण<br/>विभाग की एक स्थलीय (पूल्ड) आवास</li> </ol> |

| क्र0स0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग किया<br>जायेगा | परिसीमायें  | पूर्व अधिकार  |
|--------|---|------------------------------------|---|---|
| 01     | 02  | 03                                 | 04  | 05  |
|        |   |                                    | <ul> <li>(5) डाक बंगले/रेस्ट हाउस का निर्माण करते समय<br/>अन्य डाक बंगलों से निकटता के सिद्धान्त का दृढ़ता से<br/>पालन किया जायेगा और उनके निर्माण कार्य की लिए<br/>शासन की पूर्व स्वीकृति प्राप्त करनी होगी।</li> <li>(6) गाड़ियों के लिए (हल्की तथा भारी दोनो प्रकार की)<br/>व्यवस्था शासन द्वारा अनुमोदित संख्या (स्केल) के<br/>अनुसार की जायेगी और क्रय के लिए आदेश देने से<br/>पहले उनकी पूर्व स्वीकृति प्राप्त कर ली जायेगी।</li> </ul> | (5) डाक बंगले/रेस्ट हाउस का निर्माण<br>करते समय अन्य डाक बंगलों से निकटता<br>के सिद्धान्त का दृढ़ता से पालन किया<br>जायेगा और उनके निर्माण कार्य के लिए<br>शासन की पूर्व स्वीकृति प्राप्त करनी होगी।<br>(6) गाड़ियों के लिए (हल्की तथा भारी दोनो<br>प्रकार की) व्यवस्था शासन द्वारा अनुमोदित<br>संख्या (स्केल) के अनुसार की जायेगी और<br>क्रय के लिए आदेश देने से पहले उनकी पूर्व<br>स्वीकृति प्राप्त कर ली जायेगी। |
| 01     | (ख) मूल निर्माण कार्यो के लिए<br>परियोजना की प्रशासकीय स्वीकृति<br>प्रदान करना।   | मुख्य अभियन्ता<br>अधीक्षण अभियन्ता | <ul> <li>2- उपर्युक्त-1 में उल्लिखित शर्तो तथा अपवादों के अधीन किसी एक मामले में रु० 5.00 करोड़ (रु० पॉच करोड़) तक।</li> <li>3- उपर्युक्त-1 में उल्लिखित शर्तो तथा अपवादों के अधीन किसी एक मामले में रु० 2.00 करोड़ (रु० दो</li> </ul>  | 2– उपर्युक्त–1 में उल्लिखित शर्तो तथा<br>अपवादों के अधीन किसी एक मामले में<br>रु0 2.00 करोड़ (रु0 दो करोड़) तक।<br>3– उपर्युक्त–1 में उल्लिखित शर्तो तथा<br>अपवादों के अधीन किसी एक मामले में   |
| 02     | निर्माण कार्यो के ब्यौरेवार अनुमानों/<br>अनुपूरक अनुमानों/ पुनरीक्षित<br>अनुमानों की प्राविधिक स्वीकृति प्रदान<br>करना। | 1. मुख्य अभियन्ता                  | करोड़)।<br>1. पूर्ण अधिकार।   | रु० 1.00 करोड़ (रु० एक करोड़)।<br>1. पूर्ण अधिकार।  |
|        |   | २. अधीक्षण अभियन्ता<br>(सिविल)     | 2. रु0 2.50 करोड़ (रु0 दो करोड़ पचास लाख) की<br>सीमा तक।  | 2. रु0 1.00 करोड़ (रु0 एक करोड़) की<br>सीमा तक।   |
|        |   | 3. अधीक्षण अभियन्ता<br>(वि0यॉ0)    | 3. रु0 1.25 करोड़ (रु0 एक करोड़ पच्चीस लाख) की<br>सीमा तक।  | 3. रु० 5000000 ∕ −(रु० पचास लाख) की<br>सीमा तक।   |
|        |   | 4. अधिशासी<br>अभियन्ता(सिविल)      | 4. रु0 1.00 करोड (रु0 एक करोड़) की सीमा तक।   | 4. रु0 4000000 ∕ −(रु0 चालीस लाख) की<br>सीमा तक।  |
|        |   | 5. अधिशासी<br>अभियन्ता(वि0यॉ0)     | 5. रु० 5000000 / – (रु० पचास लाख) की सीमा तक।   | 5. रु0 2000000/—(रु0 बीस लाख) की<br>सीमा तक।  |
|        |   |                                    |   |   |

| क्र0स0 | अधिकार का प्रकार   | किसके द्वारा प्रयोग किया<br>जायेगा | परिसीमायें  | पूर्व अधिकार   |
|--------|--|------------------------------------|---|--|
| 01     | 02   | 03                                 | 04  | 05   |
|        |  |                                    | पूर्व में जारी निर्देशों के अनुसार अधीक्षण अभियन्ता<br>(सिविल)/ अधिशासी अभियन्ता (सिविल)/ सहायक<br>अभियन्ता (सिविल) के अधिकारों की वित्तीय सीमा की<br>50 प्रतिशत तक वि0यॉ0 सवर्ग के समकक्ष अभियन्ता की<br>वित्तीय सीमा निर्धारित की गयी है। | अध्यक्ष उ0प्र0 जल निगम के का0ज्ञाप सं0<br>1163/प्र–1/वित्तीय अधिकार/2001 दि0<br>06.07.2001 के द्वारा अधीक्षण अभियन्ता<br>(सिविल)/ अधिशासी अभियन्ता (सिविल)/<br>सहायक अभियन्ता (सिविल) के अधिकारों की<br>वित्तीय सीमा की 50 प्रतिशत तक वि0याँ0<br>सवंर्ग के समकक्ष अभियन्ता की वित्तीय सीमा<br>निर्धारित की गयी है। |
| 03     | स्वीकृत मूल आंगणन में हुए<br>व्ययाधिक्य की स्वीकृति प्रदान करना। | १. अध्यक्ष                         | 15 प्रतिशत से अधिक।   | 15 प्रतिशत से अधिक।  |
|        | C  | 2. मुख्य अभियन्ता                  | 7.5 प्रतिशत से 15 प्रतिशत की सीमा तक।   | 7.5 प्रतिशत से 15 प्रतिशत की सीमा तक।  |
|        |  | 3. अधीक्षण अभियन्ता                | 5 प्रतिशत से 7.5 प्रतिशत की सीमा तक।  | 5 प्रतिशत से 7.5 प्रतिशत की सीमा तक।   |
|        |  | 4. अधिशासी अभियन्ता<br>(सिविल)     | 5 प्रतिशत की सीमा तक।   | 5 प्रतिशत की सीमा तक।  |
|        |  |                                    | उपर्युक्त अधिकार निम्नलिखित शर्तो के अधीन होंगे:  | उपर्युक्त अधिकार निम्नलिखित शर्तो के<br>अधीन होंगेः–   |
|        |  |                                    | <ol> <li>व्ययाधिक्य अथवा अनुमानित वृद्धि केवल निर्माण<br/>सामग्री एवं श्रम के मूल्य से पूर्णतया सम्बन्धित हो।</li> </ol>  | <ol> <li>व्ययाधिक्य अथवा अनुमानित वृद्धि केवल<br/>निर्माण सामग्री एवं श्रम के मूल्य से पूर्णतया<br/>सम्बन्धित हो।</li> </ol>   |
|        |  |                                    | <ol> <li>व्ययाधिक्य के समायोजन के लिए बजट प्राविधान में<br/>बचत उपलब्ध हो।</li> </ol>   | <ol> <li>व्ययाधिक्य के समायोजन के लिए बजट<br/>प्राविधान में बचत उपलब्ध हो।</li> </ol>  |
|        |  |                                    | 3. व्ययाधिक्य को केवल एक बार समायोजित करने का<br>अधिकार होगा, और यदि उसके बाद भी व्ययाधिक्य होता<br>है तो उसके लिए शासन के संशोधित वित्तीय स्वीकृति<br>प्राप्त करना अनिवार्य होगा।  | 3. व्ययाधिक्य को केवल एक बार समायोजित<br>करने का अधिकार होगा, और यदि उसके<br>बाद भी व्ययाधिक्य होता है तो उसके लिए<br>शासन के संशोधित वित्तीय स्वीकृति प्राप्त<br>करना अनिवार्य होगा।  |
|        |  |                                    |   |  |

| क्र0स0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग किया<br>जारोगा   | परिसीमायें  | पूर्व अधिकार   |
|--------|---|--|---|--|
| 01     | 02  | 03   | 04  | 05   |
| 01 04  | 02<br>स्वयं उसके द्वारा अथवा उच्चतर<br>प्राधिकारी द्वारा स्वीकृति मूल अनुमान<br>के ऊपर बढ़ती स्वीकृति करना। | जायेगा<br>03<br>1. अध्यक्ष<br>2. मुख्य अभियन्ता<br>3. अधीक्षाण अभियन्ता<br>4. अधिशासी अभियन्ता | 04<br>15 प्रतिशत से अधिक।<br>7.5 प्रतिशत से 15 प्रतिशत की सीमा तक।<br>5 प्रतिशत से 7.5 प्रतिशत की सीमा तक।<br>5 प्रतिशत की सीमा तक।<br>उपर्युक्त अधिकार निम्नलिखित शर्तो के अधीन होंगे:–<br>(1) स्वयं या उच्च अधिकारी द्वारा मूल स्वीकृत प्राक्कलन<br>के ऊपर बढ़ती की स्वीकृति इस प्रतिबन्ध के साथ दी<br>जा सकेगी कि कुल अधिकता की धनराशि प्राक्कलन की<br>तकनीकी स्वीकृति के उनके अधिकार की सीमा तक है।<br>(2) किसी उच्चतर प्राधिकारी द्वारा स्वीकत पनरीक्षित   | 05<br>15 प्रतिशत से अधिक  <br>7.5 प्रतिशत से 15 प्रतिशत की सीमा तक  <br>5 प्रतिशत से 7.5 प्रतिशत की सीमा तक  <br>5 प्रतिशत की सीमा तक  <br>उपर्युक्त अधिकार निम्नलिखित शर्तो के<br>अधीन होंगे:<br>(1) स्वयं या उच्च अधिकारी द्वारा मूल<br>स्वीकृत प्राक्कलन के ऊपर बढ़ती की<br>स्वीकृति इस प्रतिबन्ध के साथ दी जा सकेगी<br>कि कुल अधिकता की धनराशि प्राक्कलन की<br>तकनीकी स्वीकृति के उनके अधिकार की<br>सीमा तक है<br>(2) किसी उच्चतर प्राधिकारी द्वारा स्वीकत   |
|        |   |  | (2) किसा उच्चतर प्राधिकारा द्वारा स्वाकृत पुनराक्षत<br>अनुमान की कोई बढ़ती धनराशि स्वीकृत करने का<br>अधिकार अधीनस्थ प्राधिकारी को न होगा। जब बढ़ती<br>निर्माण को ऐसी उन्नत अवस्था में स्थिति हो जिससे कि<br>पुनरीक्षित अनुमान का प्रस्तुत करना प्रयोजन रहित हो<br>जाता हो और बढ़ती का स्पष्टीकरण कार्य-समाप्ति<br>सूचना में (वित्तीय नियम संग्रह, खण्ड–6 के प्रस्तर–398<br>के अधीन) कर दिया गया हो, कार्य समाप्ति सूचना<br>पारित करने के उसके अधिकार पुनरीक्षित अनुमान<br>स्वीकृत करने के उसके अधिकारों के समरूप ही होंगे।           टिप्पणीः– (1) अधीक्षण अभियन्ता स्वीकृत मूल निर्माण<br>कार्यो और मरम्मत पर रु० 5000 / – (रु० पॉच हजार)<br>की सीमा के अन्दर अधिक व्यय भी स्वीकृत अनुमान की<br>कुल धनराशि पर विचार किये बिना पारित कर सकता<br>है। (वित्तीय नियम संग्रह, खण्ड–6 का प्रस्तर, 398) | (2) किसी उच्चतर प्राधिकारा द्वारा स्वाकृत<br>पुनरीक्षित अनुमान की कोई बढ़ती धनराशि<br>स्वीकृत करने का अधिकार अधीनस्थ<br>प्राधिकारी को न होगा। जब बढ़ती निर्माण<br>को ऐसी उन्नत अवस्था में स्थिति हो जिससे<br>कि पुनरीक्षित अनुमान का प्रस्तुत करना<br>प्रयोजन रहित हो जाता हो और बढ़ती का<br>स्पष्टीकरण कार्य-समाप्ति सूचना में (वित्तीय<br>नियम संग्रह, खण्ड-6 के प्रस्तर-318 के<br>अधीन) कर दिया गया हो, कार्य समाप्ति<br>सूचना पारित करने के उसके अधिकार<br>पुनरीक्षित अनुमान स्वीकृत करने के उसके<br>अधिकारों के समरूप ही होंगे।<br>टिप्पणी:- (1) अधीक्षण अभियन्ता स्वीकृत<br>मूल निर्माण कार्यो और मरम्मत पर रु0<br>5000/- (रु0 पॉच हजार) की सीमा के<br>अन्दर अधिक व्यय भी स्वीकृत अनुमान की<br>कुल धनराशि पर विचार किये बिना पारित<br>कर सकता है। (वित्तीय नियम संग्रह,<br>खण्ड-6 का प्रस्तर, 318) |

| क्र0स0 | अधिकार का प्रकार  | किसके द्वारा प्रयोग किया                 | परिसीमायें  | पूर्व अधिकार                                    |
|--------|---|--|---|---|
|        |   | जायेगा                                   |   |   |
| 01     | 02  | 03                                       | 04  | 05  |
|        |   |  | (2) किसी अधीक्षण अभियन्ता या अधिशासी अभियन्ता     | (2) किसी अधीक्षण अभियन्ता या अधिशासी            |
|        |   |  | को किसी उच्चतर अधिकारी द्वारा स्वीकृत पुनरीक्षित  | अभियन्ता को किसी उच्चतर अधिकारी द्वारा          |
|        |   |  | अनुमान से कोई भी अधिक धनराशि स्वीकृत करने का      | स्वीकृत पुनरीक्षित अनुमान से कोई भी अधिक        |
|        |   |  | काई आधकार न होगा।                                 | धनराशि स्वाकृत करन का काइ आधकार न<br>होगा।      |
|        |   |  | (2) किसी अधीक्षण अभियन्ता या अधिशासी अभियन्ता     | (2) किसी अधीक्षण अभियन्ता या अधिशासी            |
|        |   |  | को किसी उच्चतर अधिकारी द्वारा स्वीकृत पुनरीक्षित  | . ,<br>अभियन्ता को किसी उच्चतर अधिकारी द्वारा   |
|        |   |  | अनुमान से कोई भी अधिक धनराशि स्वीकृत करने का      | स्वीकृत पुनरीक्षित अनुमान से कोई भी अधिक        |
|        |   |  | कोई अधिकार न होगा।                                | धनराशि स्वीकृत करने का कोई अधिकार न             |
|        |   |  | ( )   | होगा।   |
| 5.     | स्वीकृत अनुमानों में प्रासंगिक व्यय के                              | 1. अधीक्षण अभियन्ता                      | 1. पूर्ण अधिकार।                                  | 1. पूर्ण अधिकार।                                |
|        | ालए का गया व्यवस्था का किसा एस<br>अतिरिक्त / नये कार्य या मरम्मत के | 2. अधिशासी अभियन्ता<br>(सिविल)           | 2. रु0 100000/— (रु0 एक लाख) की सीमा तक।          | 2. रु0 25000/— (रु0 पच्चीस हजार) की<br>सीमा तक। |
|        | व्यय का पूरा करने के लिए परिवातत<br>करना जिसके लिए अनुमान में कोई   | 3. अधिशासी अभियन्ता                      | 3. रु० 50000/- (रु० पचास हजार) की सीमा तक।        | 3. रु0 12500 / – (रु0 बारह हजार पॉच सौ)         |
|        | व्यवस्था न की गयी हो।   | (वि0याँ0)                                |   | की सीमा तक।                                     |
| 6.     | विशेष मरम्मतेः–विशेष मरम्मतों (दैवीय                                | 1. अधीक्षण अभियन्ता                      | 1. पूर्ण अधिकार।                                  | 1. पूर्ण अधिकार।                                |
|        | आपदा से प्रभावित कार्य, सड़क/ नहर                                   | 2. अधिशासी                               | 2. प्रत्येक अनुमान के लिए रु० 500000 / – (रु० पॉच | 2. प्रत्येक अनुमान के लिए रु० 250000/-          |
|        | निर्माण से क्षतिंग्रस्त योजनाओं के कार्य                            | अभियन्ता(सिविल)                          | लाख) तक आवासीय मामलों के भवनों को छोड़कर।         | (रु० दो लाख पचास हजार) तक आवासीय                |
|        | इत्यादि) क अनुमाना का प्राविधिक                                     |  |   | मामलों के भवनों को छोड़कर।                      |
| 7      | स्वाकृति प्रदान करना।<br>गैर आवासीय भवनों में बिजन्ती सम्बन्धी      | 1 अध्यक्ष                                | 1 पर्ण अधिकार।                                    | 1 पर्ण अधिकार।                                  |
| 1.     | निर्माण कार्यो के लिए अनमानों की                                    | २ मख्य अभियन्ता                          | 2 रु० 600000 / — (रु० छ: लाख) की सीमा तक।         | 2 रु० 150000 / — (रु० एक लाख पचास               |
|        | प्रशासकीय स्वीकृति प्रदान करना।                                     | 2. 304 01 14 (1                          |   | हजार) की सीमा तक।                               |
|        |   | 3. अधीक्षण अभियन्ता                      | 3. रु० 200000/— (रु० दो लाख) की सीमा तक।          | 3. रु० 50000 / – (रु० पचास हजार) की             |
|        |   | (सिविल)                                  |   | सीमा तक।  |
| 8.     | भवनों के निर्माण के लिए अपीक्षेत भूमि                               | 1. अधीक्षण अभियन्ता                      | 1. पूर्ण अधिकार।                                  | 1. पूर्ण अधिकार।                                |
|        | क प्राविधिक अनुमान स्वाकृत करना।                                    | 2. आधशासा आभयन्ता<br>(पिनिन)             | 2. 500000/— (रु० पाच लाख) का सामा तक।             | 2. 200000/— (रु० दा लाख) का सामा                |
| 0      | स्रग्या सन्याना कार्यों के लिए एग्विधिक                             | (सिपिल)<br>१ मग्रहा अभिगन्ना             | 1 गर्णा अधिकार ।                                  | तक।<br>1 मर्णा अधिकार।                          |
| 5.     | अनमान स्वीकत करना।  | ा. गुख्य जागयाता<br>२. अधीक्षण अभिरान्ता | 2 50 200 करोड़ (50 दो करोड़) की सीमा तक।          | 2 रु० 1.00 करोड़ (रु० एक करोड़) की              |
|        |   | (सिविल)                                  |   | रीमा तक।  |
|        |   | · · · ·                                  |   |   |
|        |   |  |   |   |
|        |   |  |   |   |

| क्र0स0 | अधिकार का प्रकार                       | किसके द्वारा प्रयोग किया             | परिसीमायें  | पूर्व अधिकार                              |
|--------|--|--------------------------------------|---|---|
|        |  | जायेगा                               |   |   |
| 01     | 02                                     | 03                                   | 04  | 05  |
|        |  | <ol> <li>अधिशासी अभियन्ता</li> </ol> | 3. रु० 7500000 / – (रु० पिचहत्तर लाख) की सीमा       | 3. रु० 4000000/- (रु० चालीस लाख) की       |
|        |  | (सिविल)                              | तक।   | सीमा तक।                                  |
| 10     | निक्षेप कार्यो के निष्पादन की स्वीकृति | मुख्य अभियन्ता                       | पूर्ण अधिकार, किन्तु वित्तीय नियम संग्रह, खण्ड–6 के | पूर्ण अधिकार, किन्तु वित्तीय नियम संग्रह, |
|        | प्रदान करना।                           |                                      | पैरा 392 तथा 633 से 636 तक में दी हुई प्रक्रिया     | खण्ड—6 के पैरा 392 तथा 633 से 636 तक      |
|        |  |                                      | अपनायी जाये।  | में दी हुई प्रक्रिया अपनायी जाये।         |
|        |  |                                      |   |   |

## विवरण पत्र–V ठेके और टैण्डर

| 01 | किसी स्वीकृत निर्माण कार्य अथवा | 1. प्रबन्ध निदेशक                  | 1. पूर्ण अधिकार। परन्तु रु० 25.00 करोड़ से अधिक की     | <ol> <li>पूर्ण अधिकार। परन्तु रु० 1.00 करोड़ से</li> </ol> |
|----|---------------------------------|------------------------------------|--|--|
|    | उसक किसा एक भाग क निष्पादन      |                                    | ानावदाओं पर अध्यक्ष से अनुमादन आवश्यक होगा।            | अधिक का निविदाओं पर अध्यक्ष से अनुमादन                     |
|    | क लिए टण्डर स्वाकृत करना।       | 6                                  |  | आवश्यक हागा।   |
|    |                                 | 2. मुख्य आभयन्ता                   | 2. रु० 2.00 कराड़ स आधक रु० 5.00 कराड तक परन्तु        | 2. रु० 40.00 लाख स रु० 1.00 कराड तक                        |
|    |                                 |                                    | रु० 2.00 करोड़ से अधिक के कार्यो हेतु प्रबन्ध निर्देशक |  |
|    |                                 |                                    | से अनुमोदन आवश्यक होगा।                                |  |
|    |                                 |                                    |  |  |
|    |                                 | 3. अधीक्षण अभियन्ता                | 3. रु० 75.00 लाख से अधिक रु० 2.00 करोड तक परन्तु       | 3. रु० ४०.०० लाख से अधिक किन्तु रु० १.                     |
|    |                                 | (सिविल)                            | रु० 1.00 करोड़ से अधिक की निविदा पर सम्बन्धित          | 00 करोड़ तक। परन्तु सम्बन्धित क्षेत्रीय मुख्य              |
|    |                                 |                                    | मुख्य अभियन्ता से अनुमोदन आवश्यक होगा।                 | अभियन्ता से अनुमोदन आवश्यक होगा।                           |
|    |                                 | 4. अधीक्षण अभियन्ता                | 4. रु० 5000000 / – (रु० पचास लाख) की सीमा तक।          | -  |
|    |                                 | (वि०यॉ)                            |  |  |
|    |                                 | 5. अधिशासी अभियन्ता                | 5. रु० 7500000/- (रु० पिचहत्तर लाख) की सीमा            | 5. रु० ४०००००० / – (रु० चालीस लाख) की                      |
|    |                                 | (सिविल)                            | तक ।   | सीमा तक।   |
|    |                                 | 6. अधिशासी                         | 6. रु० 3750000 / – (रु० सैतीस लाख पचास हजार) की        | 6. रु० २०००००० / – (रु० बीस लाख) की                        |
|    |                                 | अभियन्ता(वि0यॉ0)                   | सीमा तक।   | सीमा तक।   |
|    |                                 | 7. सहायक अभियन्ता                  | 7. रु० 1000000 / – (रु० दस लाख) की सीमा तक।            | 7. रु० 200000/– (रु० दो लाख) की सीमा                       |
|    |                                 | (सिविल) (तीन वर्ष से               |  | तक ।   |
|    |                                 | अधिक सेवाकाल)                      |  |  |
|    |                                 |                                    |  |  |
|    |                                 |                                    |  |  |
|    |                                 | <ol> <li>सहायक अभियन्ता</li> </ol> | 8. रु० 500000/— (रु० पांच लाख) की सीमा तक।             | 8. रु० 100000/- (रु० एक लाख) की                            |
|    |                                 | (वि०यॉ०) (तीन वर्ष से              |  | सीमा तक।   |
|    |                                 | अधिक सेवाकाल)                      |  |  |

| क्र0स0 | अधिकार का प्रकार   | किसके द्वारा प्रयोग किया  | परिसीमायें   | पूर्व अधिकार  |
|--------|--|---|--|---|
|        |  | जायेगा  |  |   |
| 01     | 02   | 03  | 04   | 05  |
|        |  |   | किन्तु शर्त यह है कि क्रमांक–1 से 5 की दशा में<br>अधिकार उस धनराशि तक सीमित होंगे जो सक्षम<br>प्राधिकारी द्वारा स्वीकृत अनुमान की धनराशि और उसके<br>साथ ऐसी बढ़ती जोड़कर होती हो, जिससे नियमों के<br>अधीन स्वीकृत करने के लिए वे प्राधिकृत हों और<br>क्रमांक–6 व 8 की दशा में टैण्डर की धनराशि स्वीकृत<br>अनुमानों की धनराशि से अधिक न हो। | किन्तु शर्त यह है कि क्रमाक–1 से 5 की<br>दशा में अधिकार उस धनराशि तक सीमित<br>होंगे जो सक्षम प्राधिकारी द्वारा स्वीकृत<br>अनुमान की धनराशि और उसके साथ ऐसी<br>बढ़ती जोड़कर होती हो, जिससे नियमों के<br>अधीन स्वीकृत करने के लिए वे प्राधिकृत हों<br>और क्रमांक–6 व 8 की दशा में टैण्डर की<br>धनराशि स्वीकृत अनुमानों की धनराशि से<br>अधिक न हो। |
|        |  |   | पूर्व में जारी निर्देशों के अनुसार अधीक्षण अभियन्ता<br>(सिविल)/ अधिशासी अभियन्ता (सिविल)/ सहायक<br>अभियन्ता (सिविल) के अधिकारों की वित्तीय सीमा की 50<br>प्रतिशत तक वि0यॉ० सवंर्ग के समकक्ष अभियन्ता की<br>वित्तीय सीमा निर्धारित की गयी है।   | अध्यक्ष उ0प्र0 जल निगम के का0ज्ञाप<br>सं0 1163/प्र–1/वित्तीय अधिकार/2001<br>दि0 06.07.2001 के द्वारा अधीक्षण अभियन्ता<br>(सिविल)/ अधिशासी अभियन्ता (सिविल)/<br>सहायक अभियन्ता (सिविल) के अधिकारों की<br>वित्तीय सीमा की 50 प्रतिशत तक वि0यॉ0<br>सवंर्ग के समकक्ष अभियन्ता की वित्तीय सीमा<br>निर्धारित की गयी है।                               |
| 02     | मूल मरम्मतों और कार्य के समस्त<br>मामलों में कार्य पूरा हो जाने पर<br>ठेकेदारों को प्रतिभूति जमाओं की<br>वापसी स्वीकृत करना। | 1. अधिशासी अभियन्ता   | 1. पूर्ण अधिकार।   | 1. पूर्ण अधिकार ।   |
|        |  | 2. उप प्रभागीय अधिकारी<br>अथवा अनुभागों के<br>प्रभारी ⁄ सहायक<br>अभियन्ता | 2. ऐसे मामले में जहाँ कार्य की धनराशि, ठेका स्वीकार<br>करने के उनके अधिकारो से अधिक न हो, वित्तीय नियम<br>संग्रह, खण्ड–6 पैरा 618 के उपबन्धों के अधीन।   | 2. ऐसे मामले में जहाँ कार्य की धनराशि,<br>ठेका स्वीकार करने के उनके अधिकारो से<br>अधिक न हो, वित्तीय नियम संग्रह, खण्ड–6<br>पैरा 618 के उपबन्धों के अधीन।   |

| क्र0स0 | अधिकार का प्रकार | किसके द्वारा प्रयोग किया<br>जायेगा | परिसीमायें | पूर्व अधिकार |
|--------|------------------|------------------------------------|------------|--------------|
| 01     | 02               | 03                                 | 04         | 05           |

### विवरण पत्र—VI भण्डार और सामग्री

| 01 | औजारों और संयत्र का क्रय और  | १. अध्यक्ष   | पूर्ण अधिकार  | 1. पूर्ण अधिकार  |
|----|--|--|---|--|
|    | उनके लिए आवश्यक अनुमान तथा   | 2. मुख्य अभियन्ता  | पूर्ण अधिकार  | 2. पूर्ण अधिकार  |
| 01 | औजारों और संयत्र का क्रय और<br>उनके लिए आवश्यक अनुमान तथा<br>पुनरीक्षित अनुमान स्वीकृत करना। | 1. अध्यक्ष<br>2. मुख्य अभियन्ता<br>3. अधीक्षण अभियन्ता<br>(सिविल / वि०यॉ०) | पूर्ण अधिकार<br>पूर्ण अधिकार<br>1. सीमित निविदा पृच्छा विधि के अन्तर्गत रु0<br>750000 / – (रु0 साढे सात लाख) तक क्रय का पूर्ण<br>अधिकार।<br>2. विज्ञापन द्वारा निविदा पृच्छा के अन्तर्गत रु0<br>1500000 / – (रु0 पन्द्रह लाख) तक क्रय का पूर्ण<br>अधिकार।<br>3. एकल निविदा प्रणाली विधि के अन्तर्गत रु0<br>200000 / – (रु0 दो लाख) तक क्रय का पूर्ण अधिकार।<br>उत्तराखण्ड अधिप्राप्ति नियमावली, 2008 का प्रस्तर–14<br>एकल श्रोत पृच्छा– एकल श्रोत से अधिप्राप्ति / क्रय<br>निम्नलिखित परिस्थितियों में किया जा सकेगाः–<br>क– उपभोक्ता विभाग को इस बात की जानकारी है कि<br>अपेक्षित सामग्री का विनिर्माण किसी एक विशेष फर्म द्वारा<br>किया जाता है।<br>ख–आपात स्थिति में, अपेक्षित सामग्री का किसी विशेष<br>श्रोत से क्रय किया जाना आवश्यक है और ऐसे निर्णय<br>लेने के कारण अभिलिखित करने होंगे तथा वह सक्षम<br>प्राधिकारी द्वारा अनुमोदित हो।<br>ग– मशीनों या ऐसे कलपुर्जो के मानकीकरण के लिए जो<br>विद्यमान उपकरणों में उपयोग किये जाने के लिए<br>उपयुक्त है, सक्षम तकनीकी विशेषज्ञ के परामर्श तथा<br>सक्षम प्राधिकारी के अनुमोदन से अपेक्षित मदें केवल एक<br>विशेष फर्म से ही खरीदी जा सकेगी।<br>4. क्रय समिति के माध्यम से आपूर्ति हेनु रु0 100000 / – | <ol> <li>पूर्ण अधिकार</li> <li>पूर्ण अधिकार</li> <li>रू0 100000 / -(रू0 एक लाख) की सीमा<br/>तक।</li> </ol> |
|    |  |  | 4. क्रय समिति के माध्यम से आपूर्ति हेतु रु० 100000 /-<br>(रु० एक लाख) तक पूर्ण अधिकार।  |  |
|    |  | अधिशासी अभियन्ता   | <ol> <li>क्रय समिति के माध्यम से आपूर्ति हेतु रु० 500000<br/>(रु० पचास हजार) तक पूर्ण अधिकार।</li> <li>बिना कोटेशन के माध्यम से आपूर्ति हेतु<br/>रु० 15000.00 (रु० पन्द्रह हजार) तक का<br/>अधिकार।</li> </ol>   | रू0 20000⁄−(रू0 बीस हजार) की सीमा<br>तक।   |

| क्र0स0 | अधिकार का प्रकार   | किसके द्वारा प्रयोग किया             | परिसीमायें  | पूर्व अधिकार                                     |
|--------|--|--------------------------------------|---|--|
|        |  | जायेगा                               |   |  |
|        |  |                                      |   |  |
| 01     | 02   | 03                                   | 04  | 05   |
| 02     | (क) ढुलाई के लिए अनुमान स्वीकृत                                      | 1. अधीक्षण अभियन्ता                  | 1. पूर्ण अधिकार।  | 1. पूर्ण अधिकार।                                 |
|        | किया जाना।   | (सिविल / वि०याँ०)                    |   |  |
|        |  |                                      |   | ( ) ) ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )          |
|        | (ख) औजारी और सयत्र की मरम्मत   | 2. अधिशासी                           | 2. रु० ३०००० / – (रु० तीस हजार)   | 2. रु० 10000 / – (रु० दस हजार)                   |
|        | क लिए अनुमान स्वाकृत किया  | आभयन्ता(वि0यो०)                      |   |  |
|        | जाना ।   |                                      |   |  |
|        |  | 3. आधशास।<br>अफ्रिस-स(सिनि-न)        | 3. 80 15000/- (80 पन्द्रह हजार) सहायक आमयन्ता<br>(निवर्जन) की संस्तृति प्रत | 3. रु० 10000/— (रु० दस हजार) का सामा             |
| 02     | (क) किन्मी भारतम् को (नगामी  | आमयन्ता(सिविल)                       | (विणयाण) का संस्तुति पर ।<br>पूर्ण अधिकान ।                                 | तक।<br>पार्ग अधिकान् ।                           |
| 03     | (प) पिता नण्डार पर्रा (सानग्र),<br>औजार और सरांत खाल पर तस्ता        | ।. जय्यता                            |   | पूर्ण आवयगर ।                                    |
|        | और विघटित किये गये निर्माण कार्यो                                    | २ मग्र्या अभिगन्ता                   | ऊ० 1500000 /(ऊ० एन्टर लाख) के एस्तक मला                                     | रू०, ५००००० / — (रू०, पॉच, लाख) के प्रस्तक       |
|        | से प्राप्त सामग्री सहित) फालत  |                                      | तक।   | सन्य तक।   |
|        | घोषित करना तथा सार्वजनिक   |                                      |   |  |
|        | नीलामी द्वारा उनका विक्रय स्वीकृत                                    | 3. अधीक्षण अभियन्ता                  | रु० २०००००/- (रु० दो लाख) लाख के पुस्तक मुल्य                               | रु० ५००००∕− (रु० पचास हजार) के पुस्तक            |
|        | करना ।   |                                      | तक।   | मूल्य तक।  |
|        |  |                                      |   |  |
|        |  | 4. अधिशासी अभियन्ता                  | रु० २०००० / – (रु० बीस हजार) तक   | रु० ५००/– (रु० पॉच हजार) के पुस्तक               |
|        |  |                                      |   | मूल्य तक   |
|        | (ख) किसी भण्डार को (सामग्री,   | १. अध्यक्ष।                          | पूर्ण अधिकार।   | पूर्ण अधिकार।                                    |
|        | औजार और सयंत्र स्थल पर वस्तुए  | 2. मुख्य अभियन्ता                    | रु० 1500000/- (रु० पन्द्रह लाख) के पुस्तक मूल्य                             | रु० 1000000/- (रु० दस लाख) के पुस्तक             |
|        | और विंघटित किये गये निर्माण कार्यो                                   |                                      | तक  | मूल्य तक।  |
|        | स प्राप्त सामग्रा साहत) निष्प्रयाज्य                                 | 3. अधीक्षण अभियन्ता                  | रु० 150000/— (रु० एक लाख पचास हजार) के पुस्तक                               | रु० १०००००/- (रु० एक लाख) के पुस्तक              |
|        | धाषत करना  |                                      | मूल्य तक।   | मूल्य तक।  |
|        |  | 4. आधशासा आभयन्ता                    | रु० २०००० / – (रु० बास हजार) क पुस्तक मूल्य तक।                             | रु० 10000/– (रु० दस हजार) क पुस्तक               |
|        |  |                                      |   | मूल्य तक।<br>गर्म अनिस्तर                        |
| 04     | उपयुक्त धाषित निष्प्रयोज्य नण्डार क<br>सार्वजनिक नीत्रामी टाज विक्रम | 1. अध्यक्ष  <br>०. गण्डम अभिमन्त्रम  |   |  |
|        | करना अथवा अन्य प्रकार से नष्ट  | 2. नुख्य आगयणा                       | ा. २० १५०००००/ – (२० ५न्द्रह लाख) के पुरराक नूल्य<br>तक।                    | ा. २० ५०००००/ – (२० पाय लाख) क<br>एस्तक मन्य तक। |
|        | किया जाना स्वीकत करना।   | <ol> <li>अधीर्थण अभिगन्ता</li> </ol> | २ ऊ० १५००० / – (ऊ० एक लाख प्रचास दत्वार) के                                 | २ ऊ० ५०००० / — (ऊ० प्रचास दत्तार) के             |
|        |  |                                      | 2. २० १३००००७७ (२० २५) साख पंषारा हलार) प                                   | 2. २० ३००००७ (२० पयारा हजार) पर<br>परनक मल्य तक। |
|        |  | 4. अधिशासी अभियन्ता                  | 3. रु0 20000 / – (रु0 बीस हजार) के पस्तक मल्य                               | 3. रु0 5000 / – (रु0 पॉच हजार) के पस्तक          |
|        |  |                                      | तक।   | मुल्य तक।  |
|        |  |                                      |   |  |
|        |  |                                      |   |  |
|        |  |                                      |   |  |
|        |  | 152                                  |   |  |

| क्र0स0 | अधिकार का प्रकार   | किसके द्वारा प्रयोग किया                   | परिसीमायें   | पूर्व अधिकार   |
|--------|--|--|--|--|
|        |  | जायेगा                                     |  |  |
| 01     | 02   | 03   | 04   | 05   |
| 01     | 02   | 03   | 04   | 05   |
|        |  |  | टिप्पणी– अधीक्षण अभियन्ता द्वारा इस प्रतिनिहित<br>अधिकारों का प्रयोग उनकी अध्यक्षता में गठित जिला<br>स्तरीय समिति जिसके सदस्य क्रमशः सम्बन्धित अधिशासी<br>अभियन्ता जिले में तैनात वरिष्ठ सहायक अभियन्ता तथा<br>क्षेत्रीय वरिष्ठ वित्त एवं लेखाधिकारी होंगे, के माध्यम से<br>किया जायेगा। | टिप्पणी– अधीक्षण अभियन्ता द्वारा इस<br>प्रतिनिहित अधिकारों का प्रयोग उनकी<br>अध्यक्षता में गठित जिला स्तरीय समिति<br>जिसके सदस्य क्रमशः सम्बन्धित अधिशासी<br>अभियन्ता जिले में तैनात वरिष्ठ सहायक<br>अभियन्ता तथा क्षेत्रीय वरिष्ठ वित्त एवं<br>लेखाधिकारी होंगे, के माध्यम से किया<br>जायेगा। |
|        |  |  | 2. कृत कार्यवाही की सूचना अधीक्षण अभियन्ता के द्वारा<br>एक सप्ताह के अन्तर्गत मुख्य अभियन्ता तथा वित्त<br>निदेशक को दी जायेगी।   | 2. कृत कार्यवाही की सूचना अधीक्षण<br>अभियन्ता के द्वारा एक सप्ताह के अन्तर्गत<br>मुख्य अभियन्ता तथा वित्त निदेशक को दी<br>जायेगी।  |
|        |  |  | 3. कृत कार्यवाही की सूचना अधिशासी अभियन्ता के द्वारा<br>एक सप्ताह के अन्तर्गत अधीक्षण अभियन्ता तथा वित्त<br>निदेशक को दी जायेगी।   | 3. कृत कार्यवाही की सूचना अधिशासी<br>अभियन्ता के द्वारा एक सप्ताह के अन्तर्गत<br>अधीक्षण अभियन्ता तथा वित्त निदेशक को दी<br>जायेग  |
| 05     | ऐसी सामग्री का (औजार और सयंत्र<br>नही) जो न फालतू हो और न<br>निष्प्रयोज्य हो, पूर्ण मूल्य तथा लागत<br>पर सामान्य पर्यवेक्षक शुल्क जमा कर | 1. अधीक्षण अभियन्ता                        | पूर्ण अधिकार।  | पूर्ण अधिकार।  |
|        | अन्तर खण्डीय ⁄ अर्न्तविभागीय<br>स्थानान्तरण करना।  | 2. अधिशासी अभियन्ता                        | किसी एक मामले में रु० 50000 / – (रु० पचास हजार)<br>के पुस्तक मूल्य तक।   | किसी एक मामले में रु0 10000/— (रु0 दस<br>हजार) के पुस्तक मूल्य तक।   |
|        |  | 3. उप प्रभागीय अधिकारी<br>व सहायक अभियन्ता | किसी मामले में रु0 10000/— (रु0 दस हजार) के<br>पुस्तक मूल्य तक।  | किसी एक मामले में रु0 2000 / – (रु0 दो<br>हजार) के पुस्तक मूल्य तक।  |

| क्र0स0 | अधिकार का प्रकार                    | किसके द्वारा प्रयोग किया | परिसीमायें  | पूर्व अधिकार                            |
|--------|-------------------------------------|--------------------------|---|---|
|        |                                     | जायेगा                   |   |   |
| 01     | 02                                  | 03                       | 04  | 05                                      |
| 06     | निर्धारित माप (स्केल) के अनुसार     | 1. अधीक्षण अभियन्ता      | 1. पूर्ण अधिकार।                                    | 1. पूर्ण अधिकार।                        |
|        | तम्बुओं की खरीद और उसके लिए         |                          |   |   |
|        | आवश्यक अनुमान (पुनरीक्षित अनुमान    | 2. अधिशासी               | 2. रु0 50000/– (रु0 पचास हजार) की सीमा तक।          | 2. रु0 5000 / – (रु0 पॉच हजार) की सीमा  |
|        | सहित) स्वीकृत करना।                 | अभियन्ता(सिविल /         |   | तक ।                                    |
|        | -                                   | वि०यॉ०)                  |   |   |
|        |                                     |                          |   |   |
| 07     | स्वीकृत मात्रा से अधिक परिमाण में   | 1. मुख्य अभियन्ता        | पूर्ण अधिकार।                                       | पूर्ण अधिकार।                           |
|        | रेखण सर्वेक्षण (ड्राइंग तथा गणितीय  | 2. अधीक्षण अभियन्ता      | पूर्ण अधिकार, इस प्रतिबन्ध के साथ कि इस सम्बन्ध में | पूर्ण अधिकार, इस प्रतिबन्ध के साथ कि इस |
|        | उपकरण (मैथमेंटिकल इन्स्ट्रूमेन्ट्स) | (सिविल / वि0यॉ0)         | आवश्यक सूचना मुख्य अभियन्ता को भेजी जाये।           | सम्बन्ध में आवश्यक सूचना मुख्य अभियन्ता |
|        | रखना।                               |                          |   | को भेजी जाये।                           |

g0 eglizVld <sup>1</sup>ižll u½

| प्रबन्ध निदेशक, उ0प्र0 जल निगम, लखनऊ के कार्यालय ज्ञाप संख्या—644 / लेखा सामान्य दिनांक 10.09.86 एवं वित्त परिपत्र संख्या—14<br>हिनांक 10.00.86 के अन्तर्गत अधीषण अधिगन्नाओं तपा षणवाओं के निर्णेषण के प्रतिवेदन का गांषोषित का |   |  |  |  |
|---|---|--|--|--|
| ादगाय 10.09.00 ये अग्तने अवावण आनयग्ताओं द्वारा पाखाओं ये निरावण ये प्रतिपदन यो संपावत रूप  |   |  |  |  |
| 예ା생  것이었이 너런 [귀카뷰   | के कार्यालय के अधाक्षण आभयन्ता मण्डल, उत्तर प्रदेष जल निगम                            |  |  |  |
|   | कय गय निरक्षिण का प्रातवदन नाट :— निरक्षिण रिपाट में जा बयान काटना हा उस (X) कर द     |  |  |  |
| आर जिसमें रिमीक देनी हो उसे छेपी हुई लोईने के आगे लिख द   |   |  |  |  |
| निरीक्षणार्थं महत्वपूर्णं बिन्दु  | अधीक्षण अभियन्ता की टिप्पणी   |  |  |  |
| 1. jftIVj rHkytj  |   |  |  |  |
| क्या निम्नलिखित रजिस्टर और लेजर षाखा में ठीक प्रार से रखे ज   | ग रहे हैं।  |  |  |  |
| जिस तिथि तक इनमें प्रविष्टियां पूर्ण है उसे प्रत्येक के समक्ष अंकित   | न किया जाय।   |  |  |  |
| (1) डाक्मेन्ट कन्ट्रोल फार्म सं0 ज0 नि0 76  | प्रविष्टिसेसेसे   |  |  |  |
| (2) माप पस्तिकाओं का रजिस्टर–फार्म सं0 पी0 डब्लू0 ए0–92   | प्रविष्टिसेसेसे   |  |  |  |
| (3) ट्रान्सफर एन्ट्री बुक फार्म सं० ज० नि० १००  | प्रविष्टिसेसेसेसे   |  |  |  |
| (4) डिमाण्ड एण्ड कलेक्षन रजिस्टर फार्म सं० ज0 नि० 105   | प्रविष्टिसेसेसे   |  |  |  |
| (5) कैष बुक फार्म सं० ज0 नि० 106  | प्रविष्टिसेसेसेसे   |  |  |  |
| (6) सेन्टेज रजिस्टर फार्म सं0 ज0 नि0 107  | प्रविष्टिसेसेसे   |  |  |  |
| (7) जनरल लेजर फार्म सं0 ज0 नि0 120  | प्रविष्टिसेसेसेसे   |  |  |  |
| (8) स्टोर लेजर फार्म सं0 ज0 नि0 121   | प्रविष्टिसेसेसे   |  |  |  |
| (9) निम्न लेखों के व्यक्तिगत लेजर फार्म संख्या जल निगम 122  | प्रविष्टि अद्यतन (अपटूडेट)/नहीं है एवं वित्त परिपत्र 2/86 का पालन हुआ है/नहीं हुआ है। |  |  |  |
| 1. दूसरी षाखाओं के साथ कैष सेटिलमेन्ट का आदान प्रदान  |   |  |  |  |
| 2. जल संस्थानों की जमा  | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं इस वर्ष रू0 की राषि जमा हुई।                    |  |  |  |
| 3. स्थानीय निकायों की जमा   | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं इस वर्ष रू0 की राषि जमा हुई।                    |  |  |  |
| 4. अन्य संस्थानों की जमा  | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं इस वर्ष रू0 की राषि जमा हुई।                    |  |  |  |
| 5. कर्मचारियों की जमा   | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं इस वर्ष रू0 की राषि जमा हुई                     |  |  |  |
| 6. ठेकेदारों की जमा   | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं इस वर्ष रू0 की राषि जमा हुई                     |  |  |  |
|   | एवं एफ0 डी0 आर0 बनवा ली⁄बनवानी है।  |  |  |  |
| 7. ठेकेदारों की जमा (टेस्टिंग फीस)  | प्रविष्टियाँ अद्यतन हैं / नहीं है ।   |  |  |  |
| 8. प्रकीर्ण जमा   | प्रविष्टियाँ अद्यतन हैं / नहीं है ।   |  |  |  |
| 9. आपूर्तिकर्ताओं को देय लेखां  | प्रविष्टियाँ अद्यतन हैं/नहीं है एवं रू का डेबिट/क्रेडिट अवषेष है                      |  |  |  |
| 10. अन्य कटौतियाँ   | प्रविष्टियाँ अद्यतन हैं/नहीं है एवं रू का डेबिट/क्रेडिट अवषेष है                      |  |  |  |

| निरीक्षणार्थ महत्वपूर्ण बिन्दु                            | अधीक्षण अभियन्ता की टिप्पणी   |
|---|---|
| 11. ठेकेदार से श्रोत पर आयकर की कटौती                     | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं काटी गई राषि आयकर विभाग को दी गई / नहीं दी गई।            |
| 12. कर्मचारियों के श्रोत पर आयकर की कटौती                 | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं काटी गई राषि आयकर विभाग को दी गई / नहीं दी गई।            |
| 13. स्थाई उचन्त   | प्रविष्टियाँ अद्यतन हैं / सषोधित फार्म 406 वित्त परिपत्र 15 / 87 में सूचना दी जा रही हैं / नहीं |
|   | दी जा रही है।   |
| 14. अस्थाई उचन्त  | प्रविष्टियाँ अद्यतन हैं / संषोधित फार्म 409 में सूचना दी जा रही है / नहीं दी जा रही है ।        |
| 15. जल सम्पूर्ति योजनाओं के अनुरक्षण से प्राप्त होने वाली | प्रविष्टियाँ अद्यतन हैं एवं कुल रूकी मांग के विरूद्ध रूकी आय जमा हुई।                           |
| आय  |   |
| 16. धारा 49 के अन्तर्गत अनुरक्षित योजनाओं से प्राप्त होने | प्रविष्टियाँ अद्यतन हैं एवं कुल रूकी मांग के विरूद्ध रू की आय जमा हुई।                          |
| वाली आय   |   |
| 17. अन्य श्रोतों से प्राप्त होने वाला धन                  | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं कुल रूकी राषि क्रेडिट में है।                             |
| 18. यात्रा भत्ता चालू खाता                                | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं कुल रूकी राषि समायोजित होना है।                           |
| 19. कर्मचारियों को दिये गये अन्य अग्रिम                   | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (10) वर्क्स रजिस्टर फार्म सं0 ज0 नि0 124                  | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (11) टी0 एण्ड पी0 रजिस्टर फार्म सं0 ज0 नि0 126            | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (12) टी0 एण्ड पी0 रजिस्टर फार्म सं0 ज0 नि0 127            | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (13) फिक्सड एसेस्ट रजिस्टर फार्म सं० ज० नि० 128           | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (14) टेकेदारों का लेजर फार्म सं0 ज0 नि0 129               | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (15) अनपेड सेलरी रजिस्टर फार्म सं0 ज0 नि0 131             | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (16) मस्टर रोल रजिस्टर                                    | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं सही प्रारूप पर है / नहीं है।                              |
| (17) वेतन बीजक रजिस्टर                                    | प्रविष्टियाँ अद्यतन हैं / नहीं है एवं अवषेष भुगतान का सन्दर्भ अंकित / नहीं है ।                 |
| (18) सेवा पुस्तिका रजिस्टर                                | रख रखाव हो रहा है / नहीं हो रहा है।   |
| (19) सामूहिक बीमा रजिस्टर                                 | प्रविष्टियाँ अद्यतन हैं / नहीं है ।   |
| (20) भविष्य निधि के खाते की पास बुक तथा फिक्सड डिपाजिट    | प्रविष्टियाँ अद्यतन हैं / नहीं है ।   |
| रसीद का रजिस्टर   |   |
| (21) कार्य प्रभारित अधिष्ठापन का रजिस्टरर                 | योजनावार प्रविष्टियाँ अद्यतन हैं / नहीं है ।  |
| (22) रिसीट एण्ड डिस्पैच रजिस्टर                           | पूर्ण विवरण सहित रखा / नहीं रखा जा रहा है।  |
| (23) भूमि एवं भवन का रजिस्टर                              | पूर्ण विवरण सहित रखा / नहीं रखा जा रहा है।  |
| (24) नक्षों का रजिस्टर                                    | पूर्ण विवरण सहित रखा / नहीं रखा जा रहा है।  |
| (25) बेंच मार्क का रजिस्टर                                | पूर्ण विवरण सहित रखा / नहीं रखा जा रहा है।  |
| (26) इन्कम टैक्स का रजिस्टर                               | पूर्ण विवरण सहित रखा ∕ नहीं रखा जा रहा है   |

| निरीक्षणार्थ महत्वपूर्ण बिन्दु   | अधीक्षण अभियन्ता की टिप्पणी                              |
|--|--|
| (27) अभिलेख को नष्ट करने का रजिस्टर पी0 डब्लू० ए० फार्म –97                          | पूर्ण विवरण सहित रखा ⁄ नहीं रखा जा रहा है।               |
| (28) प्रयोगों का रजिस्टर   | पूर्ण विवरण सहित रखा / नहीं रखा जा रहा है।               |
| (29) लेखन सामग्री रजिस्टर  | पूर्ण विवरण सहित रखा⁄नहीं रखा जा रहा है एवं प्रविष्टियाँ |
|  | अँद्यतन है/नहीं है।                                      |
| (30) प्रक्लन रजिस्टर   | पूर्ण विवरण सहित रखा⁄नहीं रखा जा रहा है एवं प्रविष्टियाँ |
|  | अद्यतन है/नहीं है।                                       |
| (31) रेलवे क्लेम का रजिस्टर  | पूर्ण विवरण सहित रखा ⁄ नहीं रखा जा रहा है                |
| (32) रेलवे रसीदों का रजिस्टर   | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (33) माप पुस्तिकाओं के संचालन का रजिस्टर पी0 डब्लू0 ए0 फार्म–92                      | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (34) नोट बुक रजिस्टर   | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (35) ठेके एवं अनुबंध का रजिस्टर  | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (36) स्वीकृत निविदा दरों का रजिस्टर  | प्रविष्टियाँ अद्यतन हैं/ नहीं है ।                       |
| (37) अस्वीकृत एवं विचाराधीन निविदाओं का रजिस्टर                                      | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (38) निविदा प्रपत्रों के विक्रय का रजिस्टर   | प्रविष्टियाँ अद्यतन हैं/ नहीं है ।                       |
| (39) तुलनात्मक विवरणों का रजिस्टर  | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| (40) न्यूनतम निविदाओं के अतिरिक्त स्वीकृत की गई निविदाओं के मामले दर्षाने वाला       | प्रविष्टियाँ अद्यतन हैं / नहीं है ।                      |
| रजिस्टर  |  |
| (41) ठेकेदार / सप्लायर के बिल रजिस्टर  | पूर्ण विवरण सहित प्रविष्टियाँ है / नहीं है।              |
| (42) डुप्लीकेट चाबियों का रजिस्टर  | सभी चाबियों की प्रविष्टियाँ है / नहीं है।                |
| (43) ब्याज अर्जित करने वाल प्रतिभूतियों का रजिस्टर                                   | पूर्ण विवरण सहित प्रविष्टियाँ अद्यतन है / नहीं है।       |
| yşlkrHkdklý; 1 kUlhfo'k &  |  |
| (1) क्या अधिकारी / मण्डलीय लेखाकर रोकड़ बही में अंकित की जाने वाली लेन-देन           |  |
| प्रविष्टियों पर प्रभावी निगरानी रख समुचित जाँच करते है।                              |  |
| (2) वित्तीय सरकुलर सं0 9, 1985 के अनुसार क्या सी0 डी0 ओ0 एवं मनी रसीद में धनराषि     |  |
| को षब्दों में भी लिखा जाता है।   |  |
| (3) क्या वित्त परिपत्र सं० 12/1985 में निहित आदेषों का शाखा अधिकारी द्वारा           |  |
| मस्टररोल / बिल के भुगतान का समायोजन के पूर्व अनुपालन किया जा रहा है। साथ ही क्या     |  |
| एम0आर0एन0 के कन्जमप्षन स्टेटमेन्ट पर अधिषासी अभियन्ता द्वारा हस्ताक्षर किये जाते है। |  |
| (4) क्या केष चेस्ट सही स्थान पर स्थित है।  |  |
| (5) क्या डुप्लीकेट चाबियाँ बैंक में रखी गई है।                                       |  |

| निरीक्षणार्थ महत्वपर्ण बिन्द अधीक्षण अभियन्ता की टिप्पणी |
|--|
|--|

2 IHbZ, oav IHbZmpU (1) ऐसे कर्मचारियों / अधिकारियों के नाम अंकित किये जाये जिनके स्थाई उचन्त एक माह से अधिक समय से प्रतिपूर्ति समायोजन हेतु प्रस्तत नहीं हुये है। निम्नलिखित निर्देष में प्रतिपूर्ति की अन्तिम तीन तिथियाँ अकित करते हुए उपर्युक्त सूचना प्रस्तुत की जाय।

| क्रस0 | अधिकारी / कर्मचारी का नाम | अन्तिम तीन प्रति–पूर्तियाँ की<br>तिथियाँ | आज की तिथि में स्थाई उचन्त की कुल अवषेष<br>धनराषि | टिप्पणी |
|-------|---------------------------|--|---|---------|
|       |                           |  |   |         |

| क्रस0 | अधिकारी / कर्मचारी का नाम    | अन्तिम तीन प्रति–पूर्तियाँ की<br>तिथियाँ | आज की तिथि में अस्थाई उचन्त की कुल अवषेष<br>धनराषि | टिप्पणी                        |
|-------|------------------------------|--|--|--------------------------------|
|       |                              |  |  |                                |
| (2) ऐ | से कर्मचारी /अधिकारियों के न | ाम निम्नलिखित निर्देष में अंकित कि       | ये जायें जिनका अस्थाई उचन्त लेखा प्रबन्ध निदेषक    | के सर्कुलर संव 15⁄बी0जे0एन0फि0 |

बेरी0 दिनांक 3 / 7.1.85 में निर्धारित समय के अन्तर्गत बन्द नहीं किया जा सका।

| क्रस0      | अधिकारी / कर्मचारी का नाम                         | अस्थाई उचन्त खोलने की<br>तिथि | धनराषि    | टिप्पणी            |
|------------|---|-------------------------------|-----------|--------------------|
|            |   |                               |           |                    |
| (3) क्या   | वित्त परिपत्र सं० १० / ८५ के अनुसार स्थाई एवं     | अस्थाई उचन्तों के आदेषों का   |           |                    |
| अनुपालन    | न शाखा द्वारा किया जा रहा है।                     |                               |           |                    |
| (अ) व      | ग्या एल०पी०सी० में इसका विवरण है।                 |                               |           |                    |
| (आ) र      | क्या एल०पी०सी० में विवरण होने पर भी टी०आई०/       | पी० आई० तो नहीं दी जा रही     |           |                    |
| है।        |   |                               |           |                    |
| (4) क्या   | एम०आर०एन० के साथ कन्जम्पषन, स्टेटमेन्ट लगा है     | 1                             |           |                    |
| (5) क्य    | । फिक्स्ड एसेस्ट रजिस्टर में प्राराम्भिक षेष, व   | ार्षिक लेखा बन्दी तथा हास     |           |                    |
| (डेप्रीसिए | रुषन) दर्षाया गया है।                             |                               |           |                    |
| (6) क्या   | टी० एण्ड पी० रजिस्टर के एक्सटेन्षन कालम ठीक       | प्रकार भरे गये हैं और रजिस्टर |           |                    |
| का योग     | ं किया गया है एवं अंतिम का शेष निकाला गया है      | । क्या योजनावार शेष, निर्माण  |           |                    |
| कार्य के   | रजिस्टर से खाते है।                               |                               |           |                    |
| (७) (अ)    | क्या स्टोर लेजर प्रथम आगमन/प्रथम निर्गम के आ      | धार पर तैयार किया जाता है।    |           |                    |
| क्या एक    | सटेन्षन कालम ठीक प्रकार से भरे गये हैं एवं शेष अग | गले पृष्ठ पर ले जाया गया है।  |           |                    |
|            |   |                               |           |                    |
|            | निरीक्षणार्थ महत्वपूर्ण बिन                       |                               | अधीक्षण अ | भेयन्ता की टिप्पणी |

| (आ) क्या भौतिक सत्यापन के उपरान्त परिणाम स्वरुप कमी अथवा वृद्धि का विष्लेषण           |  |
|---|--|
| कर लिया गया तथा तद्नुसार आवष्यक प्रविष्टियाँ स्टोर लेजर में कर ली गई।                 |  |
| (इ) क्या समाग्री का मांग पत्र वित्त सर्कुलर सं० 7 वर्ष 1986 के अनुसार प्रेषित किया    |  |
| जाता है।  |  |
| (ई) क्या षाखा में लम्बे अर्से से कोई सामग्री पड़ी है जिसका उपभोग निकट भविष्य में      |  |
| भी संदिग्ध हो।  |  |
| (उ) उन मुख्य वस्तुओं की सूची बनवाये जो केन्द्रीय भण्डार (सेन्ट्रल स्टोर) लेखा मद में  |  |
| एक वर्ष से अधिक से पड़ी हो।   |  |
| (ऊ) क्या एक अवर अभियन्ता से दूसरे की तथा एक शाखा से दूसरी शाखा की सामग्री             |  |
| भेजने की स्वीकृत, इन्डेंट फार्म सं० 85 को पाने पर ही सक्षम अधिकारी द्वारा दी जाती है। |  |
| ऐसे मामले जिनमें यह प्रक्रिया नहीं अपनाई गई उनको अंकित करें।                          |  |
| (8) क्या अचल आस्तियों, सामग्री तथा योजनाओं पर भारित विषेष उपकरण एव संयत्रों का        |  |
| प्रत्येक वर्ष 31 मार्च को पूर्णतः भौतिक सत्यापन किया गया है और कमी तथा वृद्धि को      |  |
| लेखाबद्ध किया गया हैः कमी तथा वृद्धि की सूची संलग्न की जाय।                           |  |
| (9) (अ) तम्बुओं की क्या दषा है। क्या उनके प्रत्येक भाव पर क्रय की तिथि अंकित की       |  |
| जाती है।  |  |
| (आ) क्या उपकरण संयत्रों / गाड़ियों एवं चित्रांकन तथा गणित संबधी उपकरणों के रख         |  |
| रखाव में समुचित सावधानी रखी जाती है।  |  |
| (इ) क्या पिछले निरीक्षण के पष्चात से उपकरण एवं संयत्र की हानि की कोई घटना             |  |
| हुई। इस सम्बन्ध में दोषी व्यक्ति/व्यक्तियों के विरूद्ध क्या कार्यवाही की गयी।         |  |
| (10) क्या लेखन सामग्री ढग से रखी जाती है।   |  |
| <u>3 fielZkdk Xk</u>  |  |
| (1) (अ) क्या निर्माण कार्यो के रजिस्टर उपषीर्षकों के अनुसार रखे जाते है।              |  |
| (आ) क्या उनमें मूल / पुनरीक्षित प्राक्कलन की स्वीकृत लागत और वर्ष में स्वीकृत         |  |
| आवंटन अंकित किया जाता है।   |  |
| (आ) क्या रजिस्टर में अंकित मासिक / वार्षिक शेष प्रगति प्रतिवेदन की संख्याओं से मेल    |  |
| खाते है।  |  |
| (2) क्या प्राक्कलन का रजिस्टर समय से प्राक्कलनों को तैयार कर प्रस्तुत किया जाना       |  |
| दर्षाता है। क्या कोई उल्लेखनीय विलम्ब तो नहीं दृष्टिगत हुआ।                           |  |
| (3) (अ) ऋण पर आधारित कितने कार्य शाखा में प्रगति पर हैं।                              |  |

| निरीक्षणार्थ महत्वपूर्ण बिन्द्   |                        |            | अधीक्षण अभि       | भेयन्ता की टिप्पणी                |
|--|------------------------|------------|-------------------|-----------------------------------|
| (आ) उनमे से कितने के ऋण अनुबन्धो पर स्थानीय निकायों की सहमति प्राप्त कर तथा                          |                        |            |                   |                                   |
| अधिषासी अभियन्ता द्वारा स्वीकृति जाँच के उपरान्त मुख्यालय को प्रस्तुत                                | किए गये।               |            |                   |                                   |
| (इ) ऋण पर आधारति ऐसी योजनाओं की सूची निम्मलिखित प्ररूप पर संलग्न करे, जिनके ऋण अनुबन्ध नहीं हुए हैं। |                        |            |                   |                                   |
| योजना का नाम   | कार्य आरम्भ की ति      | ाथि        | अनुबन्धों के न    | होने का कारण                      |
|  |                        |            |                   |                                   |
|  |                        |            |                   |                                   |
| (ई) क्या कार्यालय ज्ञाप सं० 755 सेन्ट्रल आडिट (निर्देष) दिनांक 23                                    | .12.86 के निदैष का     | उल्लंधन का | र्य आरम्भ की तिधि | थे अनुबन्धों के न होने का कारण    |
| करके वर्कचार्ज में नियुक्त कर्मचारियों का भुगतान हैण्ड रिसीट पर किया                                 | जा रहा है।             |            |                   |                                   |
|  |                        |            |                   |                                   |
| ।<br>(4) जल निगम के सुजन के पष्चात से आज तक सभी पूर्ण की गई योज                                      | ानाओं की जाँच करें     | जिसका समाय | ोजन लेखा में नहीं | ं हआ है और अब भी प्रगति प्रतिवेदन |
| ें में दिखाई पड़ती है। यह सूचना निम्मलिखित निर्देष में प्राप्त कर संल                                | ाग्न की जाय।           |            |                   | 5                                 |
| क्र०सं० योजना का नाम अनुमानित लागत आज तक व्यय  | पूर्ण होने की          | / समा      | योजन हेतु की      | समायेजन न किए जाने का कारण        |
|  | हस्तान्तरण की वि       | तेथि ग     | ई कार्यवाही       |                                   |
|  |                        |            |                   |                                   |
|  |                        |            |                   |                                   |
| (s) क्या भारत में सजन के समय पिछले तस वर्ष से वर्तमान तक की त  | <br>गें की सचियाँ जानव | ਧ ਦੇ ।     |                   |                                   |
| (6) क्या देके एवं अनुबन्धों की फादल शेष दीक प्रकार रखी गई है।  | रा का सूचिया उपलब      | 901        |                   |                                   |
| (7) क्या देकेदारों के लेजर में दर्षित शेष अन्तिम लेखों दर्षित (एकाउन्त                               | पेएबिल कन्टैक्टर)      | मत में     |                   |                                   |
| दिखाये शेष से मेल खाते है। दोनों शेष की राषि बतायें।   |                        |            |                   |                                   |
| (8) क्या बिना समचित अनबन्ध के किसी ठेकेदार द्वारा कोई कार्य किया                                     | जा रहा है।             |            |                   |                                   |
| (9) क्या कोई अनुबन्ध वित्तीय सीमाओं / अधिकारों का उलंघन करके तो नहीं किया गया।                       |                        |            |                   |                                   |
| (10) क्या ऐसे मामलों में, जहाँ न्यूनतम दरों के अतिरिक्त अन्य दरों पर                                 | ठेके दिये है, कारण     | लिखे       |                   |                                   |
| गर्य हैं।  |                        |            |                   |                                   |
| (11) क्या कोई ऐसा मामला प्रकाष में आया जहाँ ठेकदारों के दावे   | /बीजक के निस्ता        | रण मे      |                   |                                   |
| आसमान्य विलम्ब हुआ हो।   |                        |            |                   |                                   |

| निरीक्षणार्थ महत्वपूर्ण बिन्दु   | अधीक्षण अभियन्ता की टिप्पणी |
|--|-----------------------------|
| (12) क्या निविदायें भली प्रकार से विज्ञापन कर एवं उचित समय देकर आमन्त्रित की जाती है या फिर ठेकेदार से   |                             |
| प्रस्ताव एकत्रित करवाकर ठेके देने की तो प्रवृत्ति नहीं है।   |                             |
| (13) कुछ मस्टर रोलों की जाँच करें और देखेंः उन पर नियुक्त मजदूरों की जाँच।                               |                             |
| (अ) जूनियर इन्जीनियर / सहायक अभियन्ता / अधिषासी अभियन्ता द्वारा कार्यस्थल पर की गई है।                   |                             |
| (आ) क्या जाँच के परिणाम स्वरुप उनके हस्ताक्षर हैं। उन पर उनकी जाँच का पृथक–पृथक क्या प्रतिषत है।         |                             |
| (इ) क्या मस्टर रोल पर मजदूरों का पता अंकित है।   |                             |
| (ई) क्या आप के विचार से जाँच का प्रतिषत काफी है।   |                             |
| (उ) क्या कोई ऐसा मामला प्रकाष में आया है जहां मस्टर रोल अधिषासी अभियन्ता/मण्डलीय लेखाकार के              |                             |
| आलावा अन्य किसी ने जारी किये हो या जूनियर इंजीनियर के आपस में स्वय/सहायक अभियन्ता के आदेषों से           |                             |
| बदल लिये जो ऐसे मामलों को लिपिबद्व करें तथा शाखा अधिकारियों द्वारा दिये गये कारणों का विष्लेषण करें।     |                             |
| 4 eli i¶rdk  |                             |
| 🖫 ⁄क्वया सभी माप पुस्तिकाओं पर कम संख्या अकित कर रजिस्टर में बढ़ाया गया है।                              |                             |
| 19 / क्रया काई माप पुस्तिका खो गई है। ऐसे मामले में क्या कार्यवाही की गई।                                |                             |
| 🧏 क्विया माप पुस्तिकाओं के निर्गत किये जाने तथा वापसी की तिथियों को अंकित किया जाता है। क्या संचालन      |                             |
| रजिस्टर का अधिषासी अभियन्ता द्वारा प्रायः पुनरावलोकन किया जाता है। (पिछले तीन पुनरावलोकन की तिथियों      |                             |
| का उद्घृत करें।)   |                             |
| <b>भू</b> श्वया अधिषासी अभियन्ता/ सहायक अभियनता मापों की सुचित जाँच करते है। प्रत्येक सहायक अभियन्ता से  |                             |
| अधिषासी अभियन्ता द्वारा ठेक के कार्यों तथा विभागीय कार्यों से सम्बन्धित विषेषकर भवन निर्माण आर०सी०सी०    |                             |
| का कार्य, पाईप ⁄सीवर लाईन का कार्य आदि का उल्लेख करते हुए मापों की जाँच का प्रतिवेदन सलग्न किया          |                             |
| जाय ।  |                             |
| (5%वया मापों को अभिलिखित करने के बाद भुगतान में विलम्ब को कोई मामला प्रकाष में आया है। उल्लेख करें।      |                             |
| <b>भव्य</b> त्रवया ठेकें के कार्यो और विभागीय कार्यो हेतु अलग–अलग माप पुस्तिकायें रखी गई है।             |                             |
| 🎾 🚈 काब माप पुस्तिाकायें पूर्णतया भर जाती है तो क्या कर्मचारी द्वारा उनको अभिलेख हेतु वापस किया जाता है। |                             |
|  |                             |
|  |                             |

| निरीक्षणार्थ महत्वपूर्ण बिन्दु  | अधीक्षण अभियन्ता की टिप्पणी |
|---|-----------------------------|
| 5 'll{lkeavficr Mywe0 M9 vli0 @1 19 vli0 , 0 V19 M9@ , 0/101 19 dh  |                             |
| D. kfiller gå   |                             |
| 6 dk k/; vflk/{k&   |                             |
| (1) क्या फाइलें जितना सम्भव हो छोटी रखी जाती है और पत्रों को क्रमबद्ध रखा जाता है। क्या संबधों को संबधी   |                             |
| परस्पर अंकित किया जाता है। क्या अनिस्तारित पत्रों का रजिस्टर तैयार किया जाता है।                          |                             |
| (2) क्या अभिलेखों को नष्ट करने के नियम समुचित रूप से पालन किये जाते है।                                   |                             |
| (3) क्या नष्ट करने की तिथियों का अंकत होता है   |                             |
| (4) क्या सेवा पुस्तिकाओं का रख–रखाव वित्तीय नियम संग्रह खण्ड दो के मूल नियम 74 के अनुसार किया जाता        |                             |
| हैं। एवं कार्यालय ज्ञाप संख्या–111/जी० ए० डी०/5–58/एच० ओ० एस० दिनाक 4.2.87 के बिन्दुओं का                 |                             |
| अनुपालन हा रहा ह याद नहां ता निम्न बिन्दुआ का अनुपालन नहां हा रहा ह उसका विवरण द।                         |                             |
| (5) क्या बेंच मार्क की सूची पूर्ण रखी जाती है।  |                             |
| 7 illerdly; %   |                             |
| (1) क्या पुरानी एवं निष्प्रयोज्य पुस्तकें नष्ट की जाती है।  |                             |
| (2) क्या पुस्तकें निम्नलिखित रूप से वर्गीकृत की जाती है तथा अलमारियों में रखी जाती है।                    |                             |
| (अ) अभियंत्रण सम्बन्धी  |                             |
| (आ) लेखा सम्बन्धी   |                             |
| (इ) प्रषासनिक   |                             |
| (ई) सामान्य   |                             |
| 8 vU llett fo'k &   |                             |
| (1) सुनिष्चित करें कि सभी जी0आर0 एन0 एम0 आर0 एन0 एम0 टी0 एन0 ए0 आर0 एन0 तथा ए0 टी0 एन0 जो                 |                             |
| विभिन्न कर्मचारियों को निर्गत किये गये है। (डाकूमेंट कन्ट्रोल रजिस्टर) में प्रविष्ट किये गये है तथा जब तक |                             |
| पहली पुस्तक वापस नहीं हुई दूसरी उनकी जारी नहीं की गयी।  |                             |
| (अ) क्या समायोजित प्राप्त जी० आर० एन० एम० आर० एन० एम० टी० एन, ए० आर० एन० एवं ए० टी० एन०                   |                             |
| अलग–अलग अवर अभियनता के नाम से फाईलों में रखे जाते है।   |                             |
| (2) नोट बुक:  |                             |
| (अ) क्या सहायक अभियन्ता/अवर अभियन्ता को निर्गत नोटबुक समयान्तर से अधिषासी अभियन्ता द्वारा                 |                             |
| परीक्षित है। परीक्षण की अंकित तीन तिथियों का उल्लेख करें।   |                             |
| (आ) क्या व काया स सम्बान्धत एव अन्य महत्वपूण एव उपयागा आदष तथ्य एव सूचनाय आकेत करने म<br>                 |                             |
| प्रयाग का गई ह।   |                             |
|   |                             |

| निरीक्षणार्थ महत्वपूर्ण बिन्दु  | अधीक्षण अभियन्ता की टिप्पणी |
|---|-----------------------------|
| (3) पिछले एस वर्ष में क्षेत्रिय कार्यालयों / मुख्यालयों में भेजे गयें मासिक लेखों की तिथियों की सूची संलग्न करें। |                             |
| (4) क्या मुख्य अभियन्ता / अधीक्षण अभियन्ताओं के पिछले प्रतिवेदनों पर किये गये आदेषों पर अधिषासी अभियन्ता          |                             |
| द्वारा सावधानी पूर्वक ध्यान दिया गया।   |                             |
| (5) क्या मासिक लेखों क्षेत्रीय लेखाधिकारी / मुख्यालय की टिप्पणियों पर समुचित ध्यान दिया जाता है।                  |                             |
| (6) क्या निरीक्षण के परिणाम स्वरूप अधीक्षण अभियन्ता किसी महत्वपूर्ण बिन्दूओ का उल्लेख करना चाहेंगे।               |                             |
| (7) क्या सहायक अभियन्ता से अपूर्ण बाउचर तो प्राप्त नहीं होते। क्या इनको क्षेत्रीय लेखाधिकारी को प्रस्तुत करने     |                             |
| में कोई विलम्ब तो नहीं होता।  |                             |
| (8) क्या नियुक्तियों में अनुसूचित जातियों / जनजातियों के अभ्यार्थियों का समुचित ध्यान रखा जाता है।                |                             |
| (9) क्या सभी सहायक एवं अवर अभियन्ताओं का कार्यो का समान उपयोग हो रहा है।  |                             |
| (10) क्या जनता की षिकायतों का समुचित लेखा रखा जाता है और उन पर समुचित कार्यवाही की जाती है।                       |                             |
| (11) क्या मुख्य अभियन्ता के आदेषों की कार्यस्थल पंजिका तैयार की जाती है?  |                             |
| (12) क्या कर्मचारियों की प्रतिभूतियाँ पूर्ण एव समयान्तर्गत है।  |                             |
| (13) क्या मुख्य अभियन्ता के आदेषानुसार अदालती मामलों की पंजिका तैयार की गयी है।                                   |                             |
| (14) क्या मषीनों, जीप, ट्रक, ट्रेक्टर, मोटरसाइकिल का इतिवृत हिस्ट्री शीट एवं लाग बुक रखी जाती है।                 |                             |
| (15) क्या पूर्ण किये गये एवं अनुरक्षित कार्यों के नक्षे कम्पलीषन रिपोर्ट द्वारा प्रमाणित हो जाते है।              |                             |
| (16) क्या टेकेदारो⁄व्यक्तियों के लेखों में ऋण अथवा (+) (–) शेषों को निस्तारित करने हेतु शाखा मे कार्यवाही         |                             |
| की गयी।   |                             |
| (17) क्या शाखा में पेन्षन के मामले लम्बित है।   |                             |
| (18) सुनिषचित करें कि शाखा में महत्वपूर्ण शासकीय / निगम के मुख्य अभियन्ता के वित्तीय आदेषों / सर्कुलरों के        |                             |
| लिए गांडे फाइले रखी जाती है और उनका समुचित अनुपालन किया जाता है।  |                             |
| (19) शाखा में न इकटठे हुये लम्बित मामलों की जाँच की जाय तथा सलग्न परिषिष्ट 1,2, एव 3 पर स्थिति एव                 |                             |
| लक्ष्य स्पष्ट किये जाये।  |                             |
| (20) सुनिष्चित किया जाय कि क्या अवर अभियन्ता सामग्री, कार्यालय अचल अस्तियों एव विषेष उपकरणों एव                   |                             |
| संयत्रों के डी० टी० आरं० अलग–अलग निर्धारित फामें पर तैयार करते हैं। यह भी देखें कि उनकी समयान्तर से               |                             |
| सहायक आभयन्ता / मण्डलाय लखाकार आधषासा आभयन्ता द्वारा जांच हाता ह विपरात मामला का उल्लख कर                         |                             |
| (21) क्या तकनीकी टिप्पणियों एवं स्वीकृतियों की सम्परीक्षा होती है।  |                             |
|   |                             |
| (22) बजट नियन्त्रण:   |                             |
| (अ) कार्यो का व्यय  |                             |
| (1) कार्यो की सूची लगायें जिनमें बजट से अधिक व्यय किया गया।   |                             |

| निरीक्षणार्थ महत्वपूर्ण बिन्द्  | अधीक्षण अभियन्ता की टिप्पणी |
|---|-----------------------------|
| (2) कितना व्ययाधिक्य हैं।   |                             |
| (3) व्ययाधिक्य के कारण क्या है ?  |                             |
| (4) व्ययाधिक्य किस प्रकार नियमित किया गया। यदि नहीं तो क्यो?  |                             |
| (आ) रेवेन्यु व्यय   |                             |
| (1) किंस लेखा शीर्षक में और कितना व्ययाधिक्य हुआ ?  |                             |
| (2) व्ययाधिक्य के क्या कारण है?   |                             |
| (3) व्ययाधिक्य कैसे नियमित किया गया। यदि नहीं तो क्यों ?  |                             |
| (23) उन मामलों को विषेष रूप से देखें जहाँ जूरियर इन्जीनियर अपने स्थानान्तरण पर जी0 आर0 एन0 एम0  |                             |
| आर0 एन0, एम0 टी0 एन0 ए0 आर0 एन0 माप पुस्तिका तथा अन्य अभिलेख कार्यालय में जमा करने नहीं गये है।   |                             |
| उन पर क्या कार्यवाही हुई।   |                             |
| (24) क्या अधिषासी अभियन्ताओं द्वारा डी०टी०आर० एवं सोर्स डाकूमेंट इत्यादि का अवर अभियन्ताओं द्वारा जमा   |                             |
| करने के सम्बन्ध में वित्तीय सर्कुलर सं० २ वर्ष 1985 का अनुपालन सुनिष्चित किया जा रहा है।  |                             |
| (25) क्या अधिषासी अभियन्ताओं वित्तीय सर्कुलर सं0 3 वर्ष 1985 के अनुसार सहायक अभियन्ताओं तथा मण्डलीय   |                             |
| लेखाकार के साथ मासिक बैठक करते है। ऐसी पिछली 6 बैठकों की तिथियाँ अंकित की जायें। क्या बैठकों की   |                             |
| कार्यवाही मण्डल कार्यालय / क्षे० ले० अधि० को प्रेषित की गई।   |                             |
| (26) क्या कार्यस्थल पर पड़ी सामग्री के लेखा (एम०ए०एस०) एकाउन्ट जल निगम के निर्माण से पूर्व स्वायत्त   |                             |
| शासन अभियन्त्रण विभाग की जलसंपूर्ति / जलोत्सारण आदि पूर्व एव हस्तान्तिरत योजनाओं की लेखाबन्दी के  |                             |
| सम्बन्ध में वित्तीय संकुलर 5 से 85 के अनुसार निस्तारित किए जा रहे हैं।  |                             |
| (27) क्या अधिषासी अभियन्ता द्वारा मण्डलीय लेखाकार के स्थानान्तरण आदि पर कार्यभार सौंपने सम्बन्धित वित्तीय   |                             |
| संकुलर सं० 5 वर्ष 1986 का अनुपालन सुनिष्चित किया, जा रहा है।  |                             |
| (28) क्या अधिषासी अभियन्ता द्वारा 31 मार्च का वार्षिक भौतिक सत्यापन से सम्बन्धित वित्तीय संकुलर संख्या  |                             |
| 9/86 की अनुपालन सही प्रपत्र पर भजकर किया जा रही है। सत्यापन रिपाट मुख्य आभयन्ता की भजन की   |                             |
| पहला तिथि बताय।   |                             |
| (29) क्या निधारित प्रारूप पर आधेषांसी आभयन्ती द्वारी सरप्लेस / निष्प्रयोज्य सामग्री की सूचनी भी भेजी जी रही  <br>   |                             |
|   |                             |
| (30) क्या आध्रषासा आमयन्ताआ द्वारा ६ माह स आधक उचन्त (इम्प्रस्ट) क समायाजन हत सम्बान्धत वित्ताय   |                             |
| सरकुलर नम्बर 15/86 का अनुपालन किया जा रहा ह।  |                             |
| (31) क्या आधेषांसा आमयन्ता द्वारा एक शाखा सं दूसरा शाखाआ का काय क व्यय क स्थानान्तरण ए० ८०० ७०<br>जावसिंगन विन्तीम गर्कत्व गंवराम ४० ८०० का अनुमानन गरिष्ठित किंग जा पूरा है। |                             |
| सम्बन्धत वित्ताय संकुलर संख्या 16/86 की अनुपलिन सुनिष्यत किया जी रहा है।  |                             |
| (32) पंच जावपाता जानपरता क्वारा राखाजा न पूर्ण पांजनाजा के हत्तागत करने त तन्त्रान्यत वित्ताय संकुलर संव<br>17 / 96 का शनामजन मध्यीधनीध मजगालम भेज कर किए जा गरा है ।         |                             |
| וו / סט איו סיואומיז גטכוטשוט קפאומיא זיט איג ואיאו טוו געו ען  |                             |
|   |                             |

| (33) क्या अधिषासी अभियन्ता द्वारा कर्मचारियों के मासिक वेतन सें भविष्य निधि की कटौती से सम्बन्धित वित्तीय |  |
|---|--|
| सर्कुलर संख्या 4/87 एवं पत्र संख्या 15/ए० सी० बैंकिंग दिनांक 12/3/87 का अनुपालन सुनिष्चित किया जा         |  |
| रहा है।   |  |
| (34) क्या अधिषासी द्वारा बिना बाउचर पास हुये अस्थाई उचन्त न खोलने सम्बन्धित वित्तीय परिपत्र संख्या 5/87   |  |
| दिनांक 19/04/87 का अनुपालन सुनिष्चित किया जा रहा है।  |  |
| (35) क्या वित्त परिपत्र संख्या 6/37 के अनुसार एकाउन्ट रिसीवेबिल की राषि का विष्लेषण त्रैमासिक क्षेत्रीय   |  |
| लेखाधिकारी को भेजा जा रहा है।   |  |
| (36) क्या वित्त परिपत्र 11/87 के अनुसार मरम्मत एवं रख–रखाव के वार्षिक प्राक्कलन शाखाधिकारी द्वारा         |  |
| अधीक्षण अभियन्ता के अनुमोदन हेतु भेजे गये है।   |  |
| (37) क्या वित्त परिपत्र संख्या 13 / 87 के अनुसार सप्लायर को एडवांस पेमेन्ट का समायोजन, जी0 आर0 एन0 के     |  |
| एक माह के अन्दर प्रस्तुत करके हो रहा है।  |  |
| कार्यालय अधीक्षण अभियन्ता   |  |

.....

1. (नीली) प्रतिलिपि वित्त निदेषक उत्तर प्रदष जल निगम लखनऊ का सूचनार्थ।

2. (पीली) प्रतिलिपि क्षेत्रीय मुख्य अभियन्ता स्तर–2 उत्तर प्रदेष जल निगम ...... को सूचनार्थ एवं अग्रसर कार्यवाही हेतु प्रेषित।

(लाल) प्रतिलिपि अधिषासी अभियन्ता ...... का इस आषय से प्रेषित 3. कि वह अपनी अनुपालन आख्या एक माह के अन्दर प्रस्तुत करें।

अधीक्षण अभियन्ता

.....मण्डल, उत्तर प्रदेष जल निगम

.....

ifjfkkv&1

## '**kasfij kkkgrqfi/kgr iz**= अधिषासी अभियन्ता के लेखा सम्बन्धी विवरण

अधिषासी अभियन्ता का नाम

| आधषासा   | आधषासा आभयन्ता का नाम  |         |                         |                          |  |  |  |  |  |  |
|----------|--|---------|-------------------------|--------------------------|--|--|--|--|--|--|
| क्रम सं0 | विवरण  | वर्तमान | निस्तारण लक्ष्य दिसम्बर | निस्तारण लक्ष्य जनवरी से |  |  |  |  |  |  |
|          |  |         | तक                      | मार्च–त्रैमास हेतु       |  |  |  |  |  |  |
| 1        | शाखा में कितनी योजनाओं के लेखे बन्द कर ए० टी० डी० मुख्यालय     |         |                         |                          |  |  |  |  |  |  |
| 2        | योजनाओं की डी0 टी0 आर0 जो अपटूडेट नहीं है।                     |         |                         |                          |  |  |  |  |  |  |
| 3        | योजनाओं के कम्पलीषन प्लान जो अभी बनने है।                      |         |                         |                          |  |  |  |  |  |  |
| 4        | स्टोर लेजर पूर्ण है या नहीं।                                   |         |                         |                          |  |  |  |  |  |  |
| 5        | अनिस्तारित ए०टी०डी० की राषि जिनकी शाखा द्वारा स्वीकृत होनी है। |         |                         |                          |  |  |  |  |  |  |
| 6        | मैटीरियल का भुगतान सत्यापन                                     |         |                         |                          |  |  |  |  |  |  |

| 7  | मैटीरियल एकाउन्ट में धनराषि                                 |  |  |
|----|---|--|--|
| 8  | सेट्रंल स्टोर लेखा शीर्षक में धनराषि                        |  |  |
| 9  | माप पुस्तिका जो पूर्ण हो गई है परन्तु रिकार्ड नहीं कराई गई। |  |  |
| 10 | vlek løtr & Vh0 vlb20 dhjlf k                               |  |  |
|    | पी0 आई 0 की राषि  |  |  |
|    | एम० आर० एन.० की राषि  |  |  |
|    | एम० टी० एन० की संख्या                                       |  |  |
|    | ए० टी० एन० की संख्या  |  |  |

अधिषासी अभियन्ता

अधीक्षण अभियन्ता

## षाखा के निरीक्षण हेतु निर्धारित प्रपत्र जूनियर इन्जीनियर के लेखे सम्बन्धी विवरण

| क्रम | सहायक अभियन्ता का | यो             | जनाओं की संख्या जिनके लेख | योजनाओ                        | ं की डी0 टी0 | आर0 जो अद्यतन नहीं |                       |
|------|-------------------|----------------|---------------------------|-------------------------------|--------------|--------------------|-----------------------|
| सं0  | नाम               |                |                           | है (अप'–टू–डेट)               |              |                    |                       |
|      |                   | वर्तमान स्थिति | निस्तारण लक्ष्य दिसम्बर   | निस्तारण लक्ष्य प्रथम त्रैमास | वर्तमान      | निस्तारण           | निस्तारण लक्ष्य प्रथम |
|      |                   |                | तक                        | हेतु                          | स्थिति       | लक्ष्य             | त्रैमास हेतु जनवरी से |
|      |                   |                |                           |                               | तक           | दिसम्बर            | मार्च तक              |
|      |                   |                |                           |                               |              | तक                 |                       |
| 1    | 2<br>2            | 3              | 4                         | 5                             | 6            | 7                  | 8                     |
|      |                   |                |                           |                               |              |                    |                       |
|      |                   |                |                           |                               |              |                    |                       |
|      |                   |                |                           |                               |              |                    |                       |

| असमायो            | जित अस्थाई                          | उचन्त की धनराषि   | स्थाई उचन्त धनराषि |                                     |  | योजनाओं के कम्पलीषन प्लान जो अभी बनने |                                  |  | मैटीरियल का भौतिक सत्यापन |                                 |  |
|-------------------|-------------------------------------|---|--------------------|-------------------------------------|--|---------------------------------------|----------------------------------|--|---------------------------|---------------------------------|--|
| वर्तमान<br>स्थिति | निस्तारण<br>लक्ष्य<br>दिसम्बर<br>तक | निस्तारण लक्ष्य<br>त्रैमास हेतु<br>जनवरी से मार्च<br>तक | वर्तमान<br>स्थिति  | निस्तारण<br>लक्ष्य<br>दिसम्बर<br>तक | निस्तारण<br>लक्ष्य<br>त्रैमास हेतु<br>जनवरी से | वर्तमान<br>रिथति                      | निस्तारण<br>लक्ष्य दिसम्बर<br>तक | निस्तारण लक्ष्य<br>प्रथम त्रैमास हेतु<br>जनवरी से मार्च तक | वर्तमान<br>स्थिति         | निस्तारण हेतु<br>निर्धारित तिथि |  |
| 9                 | 10                                  | 11  | 12                 | 13                                  | माचे तक<br>14                                  | 15                                    | 16                               | 17   | 18                        | 19                              |  |
|                   |                                     |   |                    |                                     |  |                                       |                                  |  |                           |                                 |  |

# षाखा के निरीक्षण हेतु निर्धारित प्रपत्र जूनियर इन्जीनियर के लेखे सम्बन्धी विवरण

| क्रम | जूनियर इन्जिनियर | योजनाओं की संख्या जिनके लेख बन्द होने है |                |                  | योजनाओं की डी0 टी0 आर0 जो   |          |              | असमायोजित अस्थाई उचन्त की |          |                |
|------|------------------|--|----------------|------------------|-----------------------------|----------|--------------|---------------------------|----------|----------------|
| सं0  | का नाम           |  |                |                  | अद्यतन नहीं है (अप'–टू–डेट) |          |              | धनराषि                    |          |                |
|      |                  | वर्तमान                                  | निस्तारण       | निस्तारण लक्ष्य  | वर्तमान                     | निस्तारण | निस्तारण     | वर्तमान                   | निस्तारण | निस्तारण       |
|      |                  | स्थिति                                   | लक्ष्य दिसम्बर | प्रथम त्रैमास तक | स्थिति                      | लक्ष्य   | लक्ष्य प्रथम | स्थिति                    | लक्ष्य   | लक्ष्य त्रैमास |
|      |                  |  | तक             | जनवरी से मार्च   | तक                          | दिसम्बर  | त्रैमास हेतु |                           | दिसम्बर  | हेतु जनवरी     |
|      |                  |  |                |                  |                             | तक       | जनवरी से     |                           | तक       | से मार्च तक    |
|      |                  |  |                |                  |                             |          | मार्च तक     |                           |          |                |
| 1    | ę                | 3  | 4              | 5                | 6                           | 7        | 8            | 9                         | 10       | 11             |
|      |                  |  |                |                  |                             |          |              |                           |          |                |
|      |                  |  |                |                  |                             |          |              |                           |          |                |
|      |                  |  |                |                  |                             |          |              |                           |          |                |

| र                 | थाई उचन्त ध                         | ग्रनराषि  | योजनाओं के क   | न्म्पलीषन प्लान जो            | ा अभी बनने हैं।   | मैटीरियल का भौतिक सत्यापन |                                 |  |  |
|-------------------|-------------------------------------|---|----------------|-------------------------------|---|---------------------------|---------------------------------|--|--|
| वर्तमान<br>स्थिति | निस्तारण<br>लक्ष्य<br>दिसम्बर<br>तक | निस्तारण लक्ष्य<br>त्रैमास हेतु<br>जनवरी से मार्च<br>तक | वर्तमान स्थिति | निस्तारण लक्ष्य<br>दिसम्बर तक | निस्तारण लक्ष्य<br>प्रथम त्रैमास हेतु<br>जनवरी से मार्च<br>तक | वर्तमान स्थिति            | निस्तारण हेतु<br>निर्धारित तिथि | निस्तारण लक्ष्य<br>प्रथम त्रैमास<br>तक जनवरी से<br>मार्च |  |
| 12                | 13                                  | 14  | 15             | 16                            | 17  | 18                        | 19                              | 20   |  |

## षाखा के निरीक्षण हेतु निर्धारित प्रपत्र अवर अभियन्ता के लेखे सम्बन्धी विवरण– टी0 आई0, पी0 आई0

| क्रम<br>जंब | जूनियर              | अस             | मायोजित टी० आई०               | राषि  | असमायोजित पी0 आई0 राषि |                               |   |  |
|-------------|---------------------|----------------|-------------------------------|---|------------------------|-------------------------------|---|--|
| 40          | इन्जानियर का<br>नाम | वर्तमान स्थिति | निस्तारण लक्ष्य<br>दिसम्बर तक | निस्तारण लक्ष्य<br>जनवरी से मार्च<br>तक प्रथम त्रैमास | वर्तमान स्थिति         | निस्तारण लक्ष्य<br>दिसम्बर तक | निस्तारण लक्ष्य<br>जनवरी से मार्च<br>तक प्रथम त्रैमास |  |
|             |                     |                |                               | तक  |                        |                               | तक  |  |
| 1           | 2                   | 3              | 4                             | 5   | 6                      | 7                             | ę   |  |
|             |                     |                |                               |   |                        |                               |   |  |
|             |                     |                |                               |   |                        |                               |   |  |
|             |                     |                |                               |   |                        |                               |   |  |
|             |                     |                |                               |   |                        |                               |   |  |

कार्यालय – 2678078

2672404

फैक्स : 0135—2672337 ई—मेल : upsvnn@yahoo.co.in

## nRj hpy is ty lakiu fodli , oafuelik fixe izlu dk 17; %11& eliguh jii/ ngj kw

पत्रांक 700 / SWAp सामान्य बैठक

दिनांक 23.10.07

सेवा में, मुख्य अभियन्ता (गढ़वाल ⁄ कुमांयू), उत्तराखण्ड पेयजल निगम, पौडी ⁄ नैनीताल।

#### fo'k & Loli dk Ze dsvUrzZ zlebkişty ; k ulvlegrqMt bi Øblij; A

महोदय,

उपरोक्त विषयक अधीक्षण अभियन्ता, राज्य जल एवं स्वच्छता मिषन, देहरादून के पत्रांक 253 / SWSM(SIP-2) / 2007–08 द्वारा डिजाईन क्राईटेरिया के मूल प्रावधानों में संषोधित निर्णयों के क्रियान्वयन हेतु प्राप्त निर्णयों की छायाप्रति आवष्यक कार्यवाही हेतु संलग्न कर प्रेषित की जा रही है।

### <u>l y Xud % ni j khrkul ljA</u>

Honh

## ¼l Od Skiş y½ vf kili hvfiş U k Loli ½

#### ill 9, cafnuld rn5

प्रतिलिपि निम्नलिखित को संलग्नक सहित सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित।

- 1. समस्त अधीक्षण अभियन्ता, उत्तराखण्ड पेयजल निगम।
- 2. समस्त अधिषासी अभियन्ता, उत्तराखण्ड पेयजल निगम।

#### 1 yXid % mijlærkul ljA

### **g0**

#### vfkli hvffk Uk Loli 1/2

### jk; ty , oaloPNrkfe' lu

(पेयजल विभाग, उत्तराखण्ड शासन) 39 / 27 / 1, ओल्ड सर्वे रोड़, देहरादून। फोन : 0135–2743534, 2743529 फैक्स : 0135–2743529 ई–मेल : swsm\_uttarakhand@rediffmail.com

/SWSM(SIP)-2 / दिनांक 29 सितम्बर, 2007 पत्रांक 253 2007-08 सेवा में 1. प्रबन्ध निदेषक, उत्तराखण्ड पेयजल निगम, 11 मोहनी रोड, देहरादून। 2. मुख्य महाप्रबन्धक, उत्तराखण्ड जल संस्थान, जल भवन, बी0 ब्लाक, नेहरू कालोनी, देहरादून। निदेषक, 3 परियोजना प्रबन्धन इकाई, मक्कावाला देहरादून।

### fo'k & <u>1 Mj dk De dsvtrxZ xkehkişty</u>; ktulvkegsqvftreld`r Design Criteria A

महोदय,

उपरोक्त विषय में इस कार्यालय में दिनांक 13.9.2007 को हुई बैठक में लिये गये निर्णयों को इस कार्यालय के पत्रांक 232/SWSM(SIP)-2 /2007–08 दिनांक 14.9.2007 के द्वारा प्रसारित किया गया था। इन्ही निर्णयों को Design Criteria के मूल प्रावधानों में संषोधन करते हुए क्रियान्वयन हेतु पुनः अपने स्तर से शाखा/डी0पी0एम0यू0 कार्यालयों को भेजने हेतु प्रेषित किया जा रहा है।

#### l yXu %vftreld`r Design Criteria dhifrA

#### Honh

g0 ¼59,10dqlalg½ v/ll(kkvffk,t+k

iffyfi : अपर निदेषक, परियोजना प्रबन्धन इकाई, को उनके पत्रांक 1305 / SP-4 / 2007 दिनांक 21.9.2007 के अनुकम में सूचनार्थ प्रेषित।

#### v/likkvfik ük

## FINAL DESIGN CRITERIA FOR RURAL WATER SUPPLY SCHEMES UNDER SWAp PROGRAMME

#### 1. Design Period and Population :-

The design period for the schemes was finalized as 15 years. The base year shall be the year of the commissioning of the scheme. The base year population shall be projected from 2001 census population of the villages and increase in the population from 2001 to the base year shall be taken the same as of respective Tehsil from the year 1991 to 2001 Increase in the population from the base year to the design period of 15 years shall be taken as 30% of the base year population. In case the 2001 census population of the individual villages is not available then the design population shall be taken as 150% of the 1991 population or in case of habitation, as per pre-feasibility study.

#### 2. <u>RATE OF WATER SUPPLY AND WATER DEMAND</u>

The rate of water supply shall be 40 lpcd through stand post and 15% additional provision for water loss in distributions system may be taken in water demand.

The raw water demand should be kept 10% above the treated water requirement. In case of multi stage pumping, the treated water requirement shall be kept 10% above the actual demand.

#### 3. <u>SOURCE :</u>

<u>SURFACE SOURCE:</u> The discharge of the surface source shall normally be measured for 3 consecutive years in the driest season and lowest discharge shall be adopted. In case the scheme is to be prepared urgently, if 2 years discharges is available 75% of the lower discharge shall be adopted and if only one year discharge is available then half of year's driest discharge shall be taken as available discharge. In no case the adopted discharge should be more than 75% of total discharge of source. It was decided to keep minimum safe yield as 9 LPM.

#### TUBE WELL SOURCE

3.2.1. The requirement of tube wells shall be worked out to fulfill the demand up to 15 years, taking each tube well to be working for 16 hours.

3.2.2. Data regarding discharge and depth in respect of tube wells already exiting in the neighborhood of the proposed water works shall have to be collected and the discharge and other particular of the proposed tube wells should be based on such data 60% of

sand free discharge available at 4.5 meters draw down should normally be adopted. Where ever possible the central ground water board or state ground water Organization must be consulted for pin pointing the position of the tube well. Specially for those areas where the possibility of good discharges is in doubt or where there is on existing tube well near-by, maximum help must be taken from the Ground Water Survey Reports.

3.2.3. Where ever success of tube well is in doubt, first a pilot bore be sunk and the strata chart should be prepared and sent to the Ground Water Board for advice regarding the suitability of the bore for obtaining potable water.

3.2.4. The tube well should be harnessed to the requirement of scheme only.

#### 4. PUMPING PLANTS:-

#### FOR TUBE WELLS:-

Suitable Electric driven pump shall be provided on the tube well. Submersible pumps are generally being proposed rather than VT pumps for w/s schemes under this programme.

#### 4.2 RAW WATER PUMPING PLANT (For Surface Sources)

The raw water pump shall be proposed for low head and as for as possible the head shall not exceed 30 meters.

#### 5. STAGE OF PUMPING FOR MULTI STAGE PUMPING :-

In one stage head for pumps shall not exceed 300 meters. And numbers of stage shall be so evenly distributed so that the pumps of almost same duty are proposed at each stage as for possible for the case of the maintenance.

#### <u>6. PUMPING HOURS</u> :-

#### 6.1 SURFACE SOURCE :-

The economics of the system from raw water intake to storage reservoir at the final stage for 16 hours working shall be worked out keeping in view that either the filter be designed for 24 hours operation with raw water & clear water storage or the filters are also designed for 16 hours operation with no Raw Water or clear water storage. The economical system of the two shall have to be adopted. Any how the

minimum capacity of the clear water storage of 2 hours at the treatment works and <sup>1</sup>/<sub>2</sub> hours storage at each Intermediate pumping station is absolutely essential.

#### 6.2 TUBE WELL:-

The tube well shall be proposed to work 8 hours at the end of 15 years.

#### 7. NUMBER OF PUMPS:-

#### 7.1 RAW WATER:-

Number of pumps will depend upon the availability and efficiency of the indigenous make pumps available in the market if efficient full capacity pumps are available then 2 pumps of full capacity should be installed, there by giving 100% stand bye. Otherwise 3 numbers of <sup>1</sup>/<sub>2</sub> capacity pumps should be provided, giving 50% stand bye. In both cases, spares required for 2 years shall be arranged but in no case spare pump should be provided.

The efficiency and performance should be as per I.S.I. specifications. The specified rating should be chosen at which the pump shall have to work for most of the time.

#### 7.2 CLEAR WATER PUMPING PLANTS :-

<sup>1</sup>/<sub>2</sub> capacity pump, 3 no or 1/3 rd capacity 4 no. shall be provided. The choice will depend upon the availability and efficiency of the pumps. The efficiency and performance should be as per I.S.I. specification. The specified rating should be chosen at which the pump shall have to work for most of the time.

#### 8. INTAKE WELL:-

Size of the intake well shall be so chosen as to fulfill the minimum distance requirement between pumps as per electricity rules and it shall be able to accommodate switch board, starters etc. Space for over hauling or major repair of the pumps. In no case it shall be less than 4 meters dia. The lay out shall be befitting to the site conditions. The intake shall be located at a safe place above H.F.L. where water is either available throughout the year or though an approach channel and is not subjects to vagaries when the steam is in floods.

#### 9. ECONOMIC SIZE OF RISING MAIN :-

For working out the economic size of rising main 10% rate of interest should be taken in to account irrespective of the interest rates prescribed for any particular scheme.

#### 10. SIZE OF PUMP HOUSE :-

10.1 The size of pump house for tube well as given below may be adopted up to 10BHP pumps, 2.4m.x 3m.x 3.6m. 12.5BHP to 40BHP pumps 3.6m.x3m.x 3.6m. Above 40BHP as per requirement.

10.2 The size of the pump house for clear water pumps shall be so chosen as to accommodate the pumps, switch board, starters and other appurtenances satisfying the provisions of electricity rules and befitting to the site conditions with adequate space for over hauling and major repairs of one pump at a time.

#### <u>11. TREATMENT :-</u>

#### 11.1 GADHERA TAPPING:-

In case of gravity schemes in hills, where the water is being taken from Gadhera, tapping be done by using French well, to be installed along the bank/shore of gadhera as per norms circulated vide L.No. 167/App-III/2 Dt. 23-10-2001 (copy enclosed). No separate roughening filter shall be provided as the French well will it self work as roughening filter.

#### 11.2 SPRING SOURCES:-

In case of spring source in hills, steel intake chamber of 0.6 x 0.6 meter. Normally be provided and the water from this chamber shall be led to the screening chamber whose literature has already been circulated vide Lt. no. 167/App-111/2, Dt. 23-10-01.

#### 11.3 FOR STREAM AND RIVER WATER :-

The design of treatment plant shall be as per criteria given in the Manual of Water Supply of Govt. of India. The choice of type of filter shall be under:

- (i) First choice should be given to slow sand filters.
- (ii) Where slow sand filter is not feasible the next choice should be given to the pressure filters.
- (iii) If the above two are not feasible then the next choice be given to rapid gravity filters.
- (iv) In remote area where man power can not be utilized to operate the filter, provision for auto wash filter can be tried on approval of higher authorities.

The feasibility will also depend upon the availability of land, capacities in which pressure filter are available in the market and the economics of each type.
#### **12. STORAGE CAPACITY OF RESERVOIR:-**

#### <u>12.1 FOR PLAINS :- (PUMPING SCHEMES)</u>

8 hours demand at the end of design period.

#### <u>12.2 FOR HILLS :- (PUMPING SCHEMES)</u>

12.2.1. The minimum storage of clear water at treatment works shall be for 2 hours pumping but at each intermediate of final pumping station shall be ½ hour pumping. Beside above, 8 hours storage at average flow shall be provided at each village with the provision that at no place a storage tank less than 2 Kl shall be proposed.

12.2.2. In case of gravity scheme where the source has a discharge of more than 2.4 times of the required average discharge and if 25 mm pipe is sufficient to take the peak discharge (peak factor 2.4) and financially economical then there is no need of providing any storage reservoir but suitable arrangements for chlorination at source will be made for disinfection. In case the discharge of the source is less than 2.4 times or is equal to the average discharge required for the scheme,  $\frac{1}{2}$  day's storage should be provided.

#### 13. CHLORINATORS:-

13.1 It was decided to provide chlorinator. It was also decided to provide chlorinator on CWR as far as possible.

Chlorination should be done at the source so as to provide sufficient contact period for the chlorine to react. In case there is more than one source of supply. Separate chlorinators at each source point must be provided as far as possible.

13.2 Differential pressure feed type chlorinators should provided in case of T.W. source for 15 years requirement as these can be added or replaced after 15 years as the case may be. For deciding the capacity of the chlorinators total daily requirement of chlorine should be estimated on the basis of the daily average consumption during summers. The peak and the minimum rate requirements should be taken in to consideration. All chlorinator shall have a range of ten times between the maximum and the minimum dose that they can administer. 13.3 Chlorination chamber and control system should be made at the top of the reservoir as far as possible to facilitate effective chlorination.

Normal chlorine dose required to disinfect water is not to exceed 2 PPM as for minimum capacity the chlorinator should be able to give a dose of 0.5 PPM so that 0.2 PPM is available as residual chlorine. In case prechlorination of surface water is considered necessary, chlorinator of suitable capacity may be proposed at a suitable point.

#### 14. DISTRIBUTION SYSTEM:-

14.1 The location of stand posts in each individual village shall be identified and the distribution shall be so proposed as to give a minimum head of 3 mtr at each stand post (at peak time). The minimum size of the distribution main shall normally be 20 mm (I.D.) but on the branch line leading to a stand post, the pressure should be reduced by choosing a ferrule and insertion of cheek tubes so that the terminal pressure at the stand post remains almost the same at the first and the last stand post.

14.2 A minimum of one stand post shall be provided for the weaker section residing in the village. Each Hamlet should have at least one stand post. The number of stand posts shall generally be one for five households or 25 design population of the agglomeration. But in the case of scattered population in the hills where the houses may be at different elevation the stand posts should be located in such numbers that no persons is required to negotiate a vertical height of 50 meters up or down. It was also decided that keeping in view the habitations in hilly areas there will be one pubic stand post for every 5 house holds/25 no. of population.

14.3 Suitable provision for disposal of waste water from the stand posts shall be made in the scheme so that no waste water collects and creates nuisance in the vicinity of any stand post.

#### **15. APPURTENANCES:-**

#### 15.1 FIRE HYDRANTS:-

Only in plain area these should be provided, these should be provide one in each revenue village having design population of more than 200 provided the minimum size of distribution main as per design is not less than 110 mm O.D. and village is approachable by a road fit for movement of fire brigade vehicle.

#### 15.2 AIR VALVES:-

These shall be provided at all summits in the pipe lines and other suitable places.

#### 15.3 SCOUR VALVES:-

They shall be provided at low points in such a way that the entire distribution system could be washed and water drained out with out causing any nuisance.

#### 15.4 SLUICE VALVES:-

They shall be suitably provided to control flow and to isolate suitable section of distribution system. On mains larger than 300 mm dia the size of sluice valves shall be  $2/3^{rd}$  of dia of pipe line.

#### 15.5 REFLUX VALVES:-

These shall be provided on the delivery side of the pump and at other suitable points. In case of mains of more the 300mm dia. They shall be  $2/3^{rd}$  dia of the main.

#### <u>16 STAFF QUATERS :-</u>

16.1 Provision for the residential quarters for only one operator and one chowkidar for each pumping station should be made as per approved type design.

16.2 For surface water supply scheme in plains in addition to the residential quarters for operator and chowkidar as given above the accommodation for residential quarters for a water works engineer should also be provided conforming to the standards for Junior Engineer and in the case of 4 to 5 scheme for groups of village, one staff quarters for A.E. should be provided.

#### 17. DEVELOPMENT OF WATER WORKS SITE :-

17.1 Barbed wire fencing as per type design be provided around the water works compound.

17.2 Proper drainage of water works compound should be ensured.

17.3 The length of the proposed roads inside the compound should be minimum. However, access to the pump house, chlorinating plant or O.H.Tank should not pose a problem in rainy season.

17.4 The compound gate should be 3.6 metr. wide. A separate 1.2m wide wicket gate may also be provided as an approach for the staff quarters.

17.5 For a tube well scheme 2500 Sq. meters area for the water works may normally be sufficient. In case more than one tube well is proposed in the scheme then land for other tube wells should be arranged separately at the rate of about 400 sq. meters per tube well at suitable sites.

## 18. DESIGN FORMULA FOR FLOW IN CONDUITS AND COEFFICIENT OF ROUGHNESS :-

18.1 Hazen & William's formula for pressure conduits and Manning's formula for gravity flow conduits are to be adopted. It is given below :-

V=  $1.318 \text{ CR}^{0.63}$  S  $^{0.54}$ Where V is average velocity of flow in fps.

R is hydraulic radius in ft = D/4Wetted perimeter D is diameter in ft.

S is hydraulic gradient.

C is Hazen William coefficient and depends on the pipe material and age.

| Conduct Material                   | Recommended Value for design |
|------------------------------------|------------------------------|
|                                    | purposes                     |
| a) Cast Iron                       | 100                          |
| b) Galvanized Iron                 | 100                          |
| c) Steel pipes with riveted joints | 95                           |
| d) Steel pipes with welded joints  | 100                          |
| e) Concrete pipes                  | 110                          |
| f) Asbestos Cement pipes           | 120                          |
| g) P.V.C pipes                     | 140                          |

The following values of coefficient of 'C' in Hazen William's formula be adopted.

## 18.2 PEAK FACTOR :-

Peak factor of 2.4 is to be provided.

## **18.3TERMINAL PRESSURE:-**

The Terminal pressure kept as 6 meters but reduced to 3 meters at stand posts.

## 19. INFLATION :-

19.1 Inflation factor for water supply has been decided as 10% per year after the year of preparation of project.

# 20. IN ADDITION TO THE ABOVE FOLLOWING DECISIONS WERE TAKEN AFTER DUE CONSIDERATION.

(1) The water demand for cattle is not to be added in total water demand of water supply schemes.

(2) Additional provisions for water shall be made for schools and other Government buildings @ 10 LPCD in water supply schemes.

(3) Additional provisions will be made for water demand for primary health centre@ 1000 liters per day.

(4) The biological and chemical tests shall be conducted to ensure the quality of drinking water from the source before the start of the construction activities, and necessary treatment plants shall be constructed so that an odourless drinking water with maximum 5 NTU turbidity is available in CWR. The quality norm for drinking water will be as per IS 10500: 1991 code.

- (5) The CWR shall be constructed with RCC.
- (6) The minimum diameter of pipeline shall be 20 MM.
- (7) In hilly areas the GI pipe of medium class (B), MS, ERW and CI pipes and in plane area PVC pipes of 6 Kilogram/cm<sup>2</sup> capacity, HDPE and MDPE pipes shall be used.
- (8) A minimum of 0.6 meter of terminal pressure shall be maintained in the pipe feeding the CWR and BPT.
- (9) The minimum working pressures in medium class GI pipes are as follows:-

| Pipe diameter | Working pressure (Minimum) |
|---------------|----------------------------|
| 25 mm         | 210 meter                  |
| 32-40mm       | 176 meter                  |
| 50-80mm       | 140 meter                  |
| 80-100mm      | 105 meter                  |
| 125mm         | 105 meter                  |
| 150mm         | 88 meter                   |
| PVC pipes     | 60 meter                   |

(10) The minimum velocity of flow of water in the pipelines be 0.6 meter per second.

- (11) The minimum value of C in HDPE/MDPE/LDPE shall be 140.
- (12) The depth of the trench shall be 0.6 meter in hilly areas and 1.0 meter in planes.
- (13) A provision of 100% additional stand by pumps shall be made in raw

water pump house and 50% - 75% standby pumps shall be made for

CWR.

#### 21. GENERAL:-

Where the feeder main passes through a low lying village a separate main should be provided for the demand of the low lying region with adequate pressure reducing and control devices, so that the villages further beyond this low lying village are able to get water at adequate pressure and in adequate quantity. Only one tapping from the feeder main shall be made for each village and if necessary distribution mains of suitable size shall be laid with in the village.

Index plan should be prepared on survey map and proposal works should be shown on survey map.

Enclosure: Letter No. 167/अप्रे-III/2 Dated 23.10.2001 and Hazen William formula (16 pages)

| Sd/-        | Sd/-           | Sd/-         | Sd/-         |
|-------------|----------------|--------------|--------------|
| S.K. Semwal | P.C. Kimothi   | A.K. Dobhal  | J.S. Kushwah |
| G.M. SWAp   | G.M. Appraisal | U.C. (Engg.) | S.E          |
| UJN         | UJS            | PMU          | SWSM         |

कार्यालय — 2678078 2672404 फैक्स : 0135–2672337 ई–मेल: upsvnn@yahoo.co.in

# nRjløy isty låklu fodli , oafuel/kfirke i/lu dkl/; 11& elignhjl/j ngjkus2/900

पत्रांक 730/ अप्रैजल सामान्य / दिनांक 25.02.06

## dķĶ; Kli

141147 20.02.00

इस कार्यालय के कार्यालय ज्ञाप सं0 269/अप्रैजल सामान्य दिनांक 27.01.2006 द्वारा देहरादून विकास प्राधिकरण क्षेत्रान्तर्गत योजनाओं में 17 मीटर टर्मिनल प्रेषर सुनिष्चित करने हेतु निर्देषित किया गया है।

अधोहस्ताक्षरी द्वारा देहरादून योजनाओं के निरीक्षण के समय उक्त आदेष की उचित व्याख्या न करने का संज्ञान लिया गया। स्पष्ट किया जा रहा है कि 17 मीटर टर्मिनल प्रेषर प्रस्तावित करते समय योजना के प्रभाव क्षेत्र के अन्तर्गत डिजाइन अवधि के अन्तर्गत नगरीय / ग्रामीण संस्थागत विकास को दृष्टिगत रखते हुए प्राक्कलन विरचित किया जाये।

अतः यह आवष्यक है कि 17 मीटर टर्मिनल प्रेषर प्रस्तावित करते समय प्राक्कलन में इसकी आवष्कता का पूर्ण अन्वेषण कर लिया जाये तथा प्राक्कलन के रिपोर्ट में विस्तृत विवरण दिया जाये।

## g0 <sup>1</sup>**310**d.**57 le1%**2 izVkfinški

## ill9, cafnuld rn6 %

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेत् प्रेषित –

- 1. मुख्य अभियन्ता (गढ़वाल), उत्तरांचल पेयजल निगम, देहरादून।
- 2. प्रबन्धक(अप्रैजल), प्रधान कार्यालय, उत्तरांचल पेयजल निगम, देहरादून।
- 3. अधीक्षण अभियन्ता, नवम् मण्डल, उत्तरांचल पेयजल निगम, देहरादून ।
- अधिषासी अभियन्ता, देहरादून/प्रकल्प/अतिरिक्त प्रकल्प शाखा, उत्तरांचल पेयजल निगम, देहरादून।
- 5. गार्ड फाइल।



निवास - 2760830

## nRjlpy isty läkku fodli , oafuel/kfuxe i/ku dkk/; 11&ekguhjk/ ngjkuv

पत्रांक 629 / डिजाईन क्राइटेरिया / दिनांक 20.02.04

## dķķ; Kli

एतद् द्वारा डिजाईन जनसंख्या का ऑकलन करने के लिए न्यूनतम आवष्यकता कार्यक्रम / त्वरित ग्रामीण पेयजल कार्यक्रम के अन्तर्गत प्रस्तावित ग्रामीण पाइप पेयजल योजनाओं हेतु निम्न प्रक्रिया अपनाई जाऐ :—

- बेस ईयर (आधार वर्ष) :- जिस वर्ष योजना के लिये धन आवन्टित होना है उसके न्यूनतम् दो वर्ष अथवा तीन वर्ष बाद।
- डिजाइन वर्ष :- आधार वर्ष के पष्चात इस कार्यालय के पत्रांक 37 / डिजाईन-क्राइटेरिया दिनांक 04.02.03 के अनुसार।
- 3. डिजाईन जनसंख्या :- आधार वर्ष अथवा डिजाईन वर्ष की जनसंख्या, संबंधित तहसील की वर्ष 1991 एवं 2001 की जनगणना के आधार पर प्रतिषत बढोत्तरी के आधार पर आंकी जायेगी। लेकिन डिजाईन जनसंख्या आधार वर्ष की जनसंख्या से किसी भी दषा में 40 प्रतिषत (चालीस प्रतिषत) से अधिक नहीं होगी।
- 4. फ्लोटिंग जनसंख्या :- जिन स्थानों पर फ्लोटिंग जनसंख्या का प्रविधान किया जाना आवष्यक होगा, वहाँ पर संबंधित तहसीलदार अथवा प्रषासनिक अधिकारी से लिखित रूप से ज्ञात कर लिया जाये कि मेले आदि में अधिकतम कितनी जनसंख्या, किसी भी एक दिन बाहर से आती है। इस जनसंख्या का 20 प्रतिषत (बीस प्रतिषत) आधार वर्ष एवं डिजाईन वर्ष की जनसंख्या में जोड़ दिया जायेगा। इसके लिये किसी और ऑकलन की आवष्यकता नही है।

उपरोक्त आदेष अनन्तिम रूप से निर्गत किया जा रहा है। आगे प्राक्कलन इसी आधार पर बनायें जायें, जब तक कि डिजाईन क्राइटेरिया कमेटी द्वारा इसमें परिवर्तन न किया जाये।

## **1210:19 ' le17**/2 izVkfimški

## ill 9, caindd ; BifjA

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं कार्यवाही हेतु प्रेषित :--

- 1. सचिव पेयजल, उत्तरांचल शासन देहरादून।
- 2. मु0 अभि0 (कुमॉऊ / गढ़वाल) उत्तरांचल पेयजल निगम नैनीताल / पौड़ी।
- 3. समस्त अधी0 अभि0 उत्तरांचल, उत्तरांचल पेयजल निगम।
- 4. समस्त अधी0 अभि0 उत्तरांचल, उत्तरांचल पेयजल निगम।
- 5. प्रबंधक (अप्रैजल) उत्तरांचल पेयजल निगम, देहरादून।



कार्यालय — 2678078 2672404 फैक्स : 0135–2672337 लेटर बाक्स नं0 : 140

## nÆjløy isty låkku fodli , oafuelZkfuxe izku dk 🕼; 11& elfguhjløj ngjkuv

पत्रांक 37 / डिजाईन क्राइटेरिया /

दिनांक 14.02.03

सेवा में,

मुख्य अभियन्ता (कुमांयू ⁄ गढ़वाल), उत्तरांचल पेयजल निगम, नैनीताल ⁄ देहरादून।

## fo'k %; ktulvladsfojpu grqi Irkor tynjA

महोदय,

उत्तरांचल क्षेत्र में पेयजल योजनाओं के विरचन में उ०प्र0 जल निगम, लखनऊ से प्राप्त पत्र सं0 267 / पी0पी0आर0डी0 डिजाईन क्राईटेरिया दिनांक 25.7.2002 के परिचालन हो जाने के फलस्वरूप प्रस्तावित की जाने वाली जलदर में भ्रम है। अतः जब तक इस क्षेत्र की जलनीति शासन स्तर पर निर्धारित नहीं हो जाती है तब तक के लिए प्राक्कलन विरचन हेतु जलदर निम्नानुसार निर्धारित की जाती है।

| क.  | विवरण  | जलदर                   | अवधि    | टिप्पणी   |
|-----|--|------------------------|---------|---|
| सं. |  | (एल.पी.सी.डी)          |         |   |
| 1.  | ग्रामीण क्षेत्र (राज्य पोषित)  |                        |         | पम्पिंग योजनाओं के लिये यह  |
|     | 1. <u>न्यू0आ0का0</u>   |                        |         | अवधि सिविल कार्यो हेतु 30   |
|     | 1) निजि संयोजन द्वारा–   | 70                     | 15 वर्ष | वर्ष तथा वि०⁄यां० कार्यो हेतु   |
|     | 2) जल स्तंभ द्वारा–  | 40                     |         | 15 वर्ष होगी।   |
|     | 2. <u>त्वरित ग्रामीण (केन्द्र</u><br><u>पोषित)</u><br>सामान्य जल स्तंभ द्वारा  | 40                     | 15 वर्ष | जनता द्वारा निजि संयोजन<br>लेने एवं 10 प्रतिषत धनराषि<br>की सहभागिता देने की स्थिति<br>में जलदर 70 प्रतिषत एल.पी.<br>सी.डी. तक भी दी जा सकती<br>है। |
| 2.  | <u>नगर क्षेत्र (राज्य ⁄ केन्द्र पोषित)</u><br>1) नगर जहाँ सीवरेज व्यवस्था<br>नही है।<br>निजि संयोजन हेतु—<br>जल स्तंभ द्वारा (न्यूनतम 10<br>प्रतिशत)<br>2) नगर जहाँ जल सुविधा है तथा<br>सीवर व्यवस्था है या प्रस्तावित है।<br>3) मेट्रोपोलिटिन ∕ मेगा नगर जहाँ<br>सीवर व्यवस्था है या प्रस्तावित है। | 70<br>40<br>135<br>150 | 30 वर्ष | त्वरित नागर कार्यक्रम के<br>अन्तर्गत प्रस्तावित योजनाओं<br>के लिये डिजाईन अवधि 25<br>वर्ष रहेगी।  |

नोट :-- समस्त कार्यक्रमों में अन अकाउंटिड वाटर के मद में जलदर पर 15 प्रतिषत अतिरिक्त मात्रा ली जानी है। नगर क्षेत्र (राज्य / केन्द्र पोषित)

3. पीक फैक्टर

|    | जनसंख्या डिजाइन वर्ष   |                           |
|----|--|---------------------------|
|    | 50,000 से कम   | 3.00                      |
|    | 50,000 से 2,00,000 तक  | 2.50                      |
|    | 2,00,000 से अधिक   | 2.00                      |
| 4. | <u>टरमिनल प्रेषर</u><br>एक मंजिला<br>दो मंजिला<br>तीन मंजिला | 7 मी.<br>12 मी.<br>17 मी. |

त्वरित नागर पेयजल योजना (डिजाईन क्राईटेरिया संदर्भ 429/अप्रैजल/डी.सी./1 दिनांक 29.6.93)

त्वरित नागर हेतु गाईड लाइन पूर्वानुसार है जिनमें केन्द्र द्वारा संषोधन किये जाने की स्थिति में संषोधित कर परिचालित किया जाता रहा है वर्तमान में नवीनतम् गाइड लाइन्स इस कार्यालय के पत्र सं0 343 / त्वरित नागर दिनांक 4.2.03 द्वारा परिचालित की हुयी हैं।

<u>जलोत्सारण / मलोपयोगी योजना :--</u> (1) 300 / पी.पी.आर.डी. / डी.सी. / 30 दिनांक 19.6.79

(2) 351 / पी.पी.पी.आर.डी. /डी.सी. / 2 दिनांक 19.2.86

सीवरेज के प्राक्कलन का विरचन उत्तर प्रदेष जल निगम द्वारा परिचालित उपरोक्त पत्रांको व सीवरेज मैनुअल के अनुसार ही किया जाये।

> lionh g0 13.001.9 ' le 12/2 e(j; vfik U: k 140/2

## ill 9, cafnuld rn6A

प्रतिलिपि निम्नालिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित।

1. समस्त अधी0 अभि0 (उत्तरांचल क्षेत्र) उत्तरांचल पेयजल निगम ।

2. समस्त अधि0 अभि0 (उत्तरांचल क्षेत्र) उत्तरांचल पेयजल निगम ।

**g0** 

ni izVkd ¼i\$⁄2

फोन कार्यालय – 2678078 2672404 फैक्स : 0135—2672337 लेटर बाक्स नं0 : 140

# **nRjlpy işty låklu fodli , cafuel/kfuxe** izlu dkly; 11& elfguhjl**i/** ngjkuv

पत्रांक ३४३ / त्वरित नागर /

दिनांक 04.02.03

सेवा में,

मुख्य अभियन्ता (गढ़वाल ⁄ कुमांयू), उत्तरांचल पेयजल निगम, देहरादून ⁄ नैनीताल।

## fo'k, % <u>Rejr ukj isty ; ktulvkadsiHDdyu fojpu grqiHr pel fyIVA</u>

महोदय,

इस कार्यालय के पत्रांक 2152 / त्वरित नागर, दिनांक 14.09.2001 द्वारा त्वरित नागर कार्यक्रम अन्तर्गत बनाये जाने वाले प्राक्कलन हेतु सी0पी0एच0ई0ई0ओ0 नई दिल्ली के पत्रांक 12045 / 92– सी0पी0एच0ई0ई0ओ0 दिनांक 31.08.2001 द्वारा प्राप्त दिषा निर्देष परिचालित किये गये थे, ताकि इन निर्देषों के अनुसार प्राक्कलन विरिचत (त्वरित नागर) किये जायें।

अब इस विभाग से संषोधित दिषा निर्देष प्राप्त हुये हैं जिन्हें इस आषय से संलग्न किया जा रहा है कि भविष्य में त्वरित नागर कार्यक्रम अन्तर्गत बनाये जाने वाले प्राक्कलन, इन संषोधित दिषा निर्देषों के अनुसार ही विरचित किये जायें।

## l yXid % mijlih kuqljA

Honh

# 1340 d.9 ' lelZ/2 eq; vfft, U'k 140/2

## ille, oafnuld rn&A

प्रतिलिपि संलग्नक सहित निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित :--

- 1. समस्त अधीक्षण अभियन्ता, उत्तरांचल पेयजल निगम, उत्तरांचल क्षेत्र।
- 2. समस्त अधिषासी अभियन्ता, उत्तरांचल पेयजल निगम, उत्तरांचल क्षेत्र।
- 3. प्रबन्धक / उप प्रबन्धक (अप्रैजल)।
- 4. गार्ड फाईल (अप्रैजल)।

## <u>l yXid % mijkh kuljk</u>A

g0 e**q; vflk**trk½10½

## <u>Check List for Preparation of Detailed Project Report (DPRs)</u> <u>for consideration under AUWSP</u>

## **General Guidelines :-**

- 1. The population of the towns should be less than 20,000 as per 1991 Census. For this purpose, the documents published by the Registrar General, Census Government of India shall be the basis.
- 2. 95% dependability and reliability of the raw water source shall be established by the implementing agency, for which a certificate to the effect may be obtained from the competent authority of the nodal agencies responsible for the surface and ground water resources and included in the DPR, so as to ensure availability of water as per the demand through out the design period of the scheme. The location of the proposed source should be finalised in consultation with the nodal agency and the concerned urban local body.
- 3. A commitment from the implementing agency for maintenance of separate account of the scheme may be included in the DPR.
- 4. The DPR should contain a resolution of municipality / urban local body/ O&M agency containing the following :-
  - Consent of the urban local body for execution of the scheme through the State Implementing Agency.
  - Commitment for contribution of 5% of the project cost from the urban local body.
  - Acceptance of the scheme for taking over after completion and commissioning for operation and maintenance and implementation of the tariff, as proposed in the DPR so as to ensure sustainable O&M mechanism and sustainable tariff system, duty approved by the State Government.
  - Commitment for creation of adequate infrastructure with urban local body for trouble free O&M of the scheme, regular exercise for leak detection survey & repairs to control underground leakage with the help of the State Implementing Agency and adequate training to the O&M staff of urban local body by the executing agency during the implementation of the scheme.
  - A certificate regarding the availability of land required for construction of the scheme may be appended with the DPR. In case Government land is made available, a certificate from the competent authority is desirable. In case the land is to be acquired from a private party, an advance action should be initiated and the Action Taken Report should be appended with the DPR.

- 5. The DPR should contain :-
  - A commitment to launch the scheme immediately after receiving technical approval of Government of India/ Administrative Approval of the scheme by the State Government with necessary budgetary provision.
  - Approval of Internal Appraisal & Technical Division / Cell of the Department wherever necessary.
  - Commitment from the State Power Department / State Electricity Board to ensure uninterrupted power supply to the scheme.
  - A certificate/commitment to the effect that, the works for different components of the scheme included in the DPR have not commenced and no expenditure has been booked.
  - Whether any Government of India fund from any other Central Developmental Programme was obtained during the last five years/ proposed to be obtained or not. If yes, details may be indicated in the DPR.
  - Details of the total annual revenue and expenditure of the agency responsible for O&M for the last 5 years in order to assess their financial soundness to taken over the scheme for O&M after its commissioning.
  - Permission/action initiated to obtain permission from various departments, e.g. Revenue, Water Resources, Forest, Rural, Highways, Railways etc. wherever necessary, for implementation of the scheme.

## **Technical Guidelines :-**

- 1. While preparing the DPRs, technical guidelines stipulated in the revised Manual on Water Supply & Treatment published in May 1999 by this Ministry may be considered in addition to AUWSP guidelines.
- 2. The design period for 20 to 25 years as per guidelines of AUWSP may be considered for the scheme. In addition, a gestation period of 2 to 3 years may be adopted to decide upon the base year, intermediate stage and ultimate stage of the scheme. Base / Intermediate and ultimate year may be adopted as 15 & 10 yrs. in place of 9 & 16 yrs (as per old practice )
- **3.** The demand of per capita water supply may be considered as below :-
  - 70 lpcd for the population to be provided with house service connection.
  - 40 lpcd for the population to be provided with Public Stand Post (upto a maximum of 30% of the population & minimum 10% of population).
- **3a** Population should be projected by varies methods (atleast by 4 methods) and suitable projected population should be adopted with proper justification. 15% Floating population on base year population @ 25 lpcd may also be considered over projected population for respective years if its need is justified.
  - In addition, losses/Unaccounted for Water (UfW) to a maximum limit of 15% of the total demand may be considered.
  - The aforementioned per capita supply levels include requirement of water for commercial, institutional and minor industries. However, in case of bulk demand for industries, commercial areas and institutions, the same should

be assessed separately with proper justification. The proportionate cost for such bulk demand must be borne by the respective organization / establishment. A commitment to the effect may be obtained from such organization / establishment, duly recommended by the urban local body and incorporated in the DPR. A copy of the relevant guidelines in respect of the recommended per capita water supply levels mentioned in the Manual on Water Supply & Treatment is enclosed.

- **4.** Action Plan for conservation of water through measures such as Rainwater Harvesting, Leakage Control, UfW Management, Ground Water Recharge through Rainwater Harvesting, whichever feasible may be incorporated in the DPR.
- 5. Raw Water Analysis Report both for monsoon and lean period in case of surface source, and nearby bore well water analysis report in case of ground water source must be included in the DPR. In case of augmentation proposals, the raw water analysis of the existing source should also be included in the DPR. Minimum arrangement for analysing both raw and treated water at various strategic points should be ensured and indicated in the DPR.
- 6. A detailed hydraulic design of Treatment Processing Units, including Flow Sheet, design of rising main and distribution network supported with relevant to scale drawings including key plan, LS alignment etc. should form a part of the DPR. Computer out put for computerised design of pumping main and distribution system should be appended with the schemes. A copy of the table showing 'C' values of different pipe materials and related guidelines as mentioned in the Manual on Water Supply & Treatment is enclosed.
- 7. The design of economic size of rising main including pumping machinery needs to be design at least with 16 hour pumping using computer software.
- 8. Choice of the pipe material should be made using the Material given in the Manual on Water Supply & Treatment, a copy of which is enclosed.
- **9.** The detailed cost estimate for each of the components of the scheme should be prepared based on the latest schedule of rates, manufacturer's price list/market rate and same should be certified by the competent authority and furnished with the DPR. No lumpsum provision would be allowed in the detailed estimate under any of the components of the scheme. Wherever necessary, the cost estimate should be stipulated with the analysis of rates and included in the DPR. However, each of the following components should also have its detailed estimate :-
  - Disinfection Unit : Type / capacity / technical details of disinfection unit should be clearly brought out in the DPR.
  - Boundary Wall / Fencing : The length / height and type of boundary wall / Fencing should be clearly brought out with detailed estimate and supporting drawings.
  - Power Supply : Estimates for power supply may be obtained from the State Power Department/ Electricity Board and the same should be appended with the DPR.
  - Telephone: Estimate for telephone connection, if any required, may be obtained from telephone department and appended with the DPR.

- Staff Quarters: The State Government should mention clearly in the DPR. about the existing facilities available with the agency responsible for O&M of the scheme in regard to staff quarters. In case of further necessity the same may be included in the DPR as per the norms indicated in the Manual on Water Supply & Treatment.
- Provision for transportation of materials if any should be supported by the lead and distance and approved rates of transportation.
- Note:- The DPR should be prepared based on the above guidelines and duly recommended by the SLSC. The modified checklist of issues for consideration of SLSC, while selecting and prioritizing water supply scheme under AUWSP is enclosed.

## SALIENT FEATURES OF THE SCHEME OF THE TOWN HAVING POPULATION LESS THAN 20,000 (1991 CENSUS) FOR PROVIDING DRINKING WATER SUPPLY UNDER ACCELERATED URBAN WATER SUPPLY PROGRAMME (AUWSP)

(should be part of DPR and also should be forwarded to CPHEEO with agenda papers)

|    |   | State                    | •                 |
|----|---|--------------------------|-------------------|
| 1. | Name of the Town                        | -                        |                   |
| 2. | Name of the District                    | -                        |                   |
| 3. | Population                              |                          |                   |
|    | a) As per 1991 Census                   | -                        |                   |
|    | (including class of town)               |                          |                   |
|    | b) Present                              | -                        |                   |
|    | c) Initial stage/Base Year (Anticipated | -                        |                   |
|    | year of commissioning)                  |                          |                   |
|    | d) Intermediate Stage (year)            | -                        |                   |
|    | e) Ultimate Stage (year)                | -                        |                   |
| 4. | Total Quantity of Water Produced        |                          |                   |
|    | (Mld)                                   |                          |                   |
|    | a) Present                              | - (Rate of pumping x h   | ours)             |
|    | b) Proposed                             |                          |                   |
|    | (i) Initial stage/base year             | -                        |                   |
|    | (ii) Intermediate Stage                 | -                        |                   |
|    | (iii) Ultimate Stage                    | -                        |                   |
|    | c) Present rate of supply               | - Quantity of water pro- | duced (4a)        |
|    |   | Present popul            | ation 3 (b)       |
| 5. | Source of Water and Type of             | :                        |                   |
|    | Treatment                               |                          |                   |
|    | a) Present                              | Quantity (mld)           | Type of Treatment |
|    | (i) Surface                             | -                        |                   |
|    | (ii) Ground                             | -                        |                   |
|    |   | Quantity (mld)           | Type of Treatment |
|    | (iii) Combined (Surface + Ground)       | -                        |                   |
|    | b) Proposed                             |                          |                   |
|    | (i) Surface                             | -                        |                   |
|    | (ii) Ground                             | -                        |                   |
|    | (iii) Combined (Surface + Ground)       | -                        |                   |
| 6. | Details of the components of :          |                          |                   |
|    | Water Supply System                     |                          |                   |
|    | (i) Present                             |                          |                   |
|    | (description of present water supply    |                          |                   |
|    | system mentioning its components)       |                          |                   |
|    | (ii) Proposed (description of Propose   | d                        |                   |

| Scheme; a brief note Justifying the      |       |               |             |                 |
|--|-------|---------------|-------------|-----------------|
| Proposal of various components in        | cludi | ng            |             |                 |
| types & capacity of pumps propos         | ed ar | nd            |             |                 |
| pipe material used in proposal inclu     | lding |               |             |                 |
| its class)                               |       |               |             |                 |
| 7. Distance of Source from Town          | :     |               |             |                 |
| (in km)                                  |       |               |             |                 |
| a) Present                               | -     |               |             |                 |
| b) Proposed                              | -     |               |             |                 |
| 8. Service Level (lpcd)&                 | -     | Domestic      | Fo          | or public Stand |
| Population coverage                      |       |               |             |                 |
| Connections Posts                        |       |               |             |                 |
| a) Present Service Level                 | -     |               |             |                 |
| b) Proposed Service Level                | -     |               |             |                 |
| c) % population proposed to be           | -     |               |             |                 |
| covered                                  |       |               |             |                 |
| 9. Type of Facility Provided Posts       |       | House Connec  | ctions Pub  | lic Stand Post  |
|  |       | (Nos)         |             | (Nos)           |
| a) Existing                              |       |               |             |                 |
| b) Proposed                              |       |               |             |                 |
| 10. Total Estimated Cost (Rs. Lakhs)     |       |               |             |                 |
| Per capita cost of the scheme (Rs.);     |       |               |             |                 |
| a) As per 1991 census population;        |       |               |             |                 |
| b) As per the population projected for   |       |               |             |                 |
| initial stage/base year:                 |       |               |             |                 |
| c) As per the population projected for   |       |               |             |                 |
| ultimate stage of the scheme :           |       |               |             |                 |
| 11. Reasons for higher per capita cost   |       |               |             |                 |
| (> Rs. 1000 per person)                  |       |               |             |                 |
| 12. UfW (in % age)                       |       |               |             |                 |
| a) In the existing system                |       |               |             |                 |
| b) Proposed                              |       | <b>T 11</b> \ |             |                 |
| 13. Proposed Funding Pattern and Phasing | (Rs.  | Lakhs)        |             | Ŧ               |
| $\sim -1.01$                             |       | Grant         |             | Loan            |
| a) Central Share                         | -     |               |             |                 |
| b) State Share                           | -     |               |             |                 |
| c) Urban Local Body                      | -     |               |             |                 |
| 14. Implementation Period :              |       |               |             |                 |
| a) Year of Commencement                  | -     |               |             |                 |
| b) Year of Completion and                |       |               |             |                 |
| Commissioning                            |       | Domostio      | In dustrial | Commonial       |
| 15. Water Tariff                         | •     | Domestic      | maustriai   | Commercial      |
| a) Existilig<br>b) Proposed              |       |               |             |                 |
| (i) Base Veer                            |       |               |             |                 |
| (1) Dase Ital<br>(ii) Intermediate Stage | -     |               |             |                 |
| (iii) Illtimata Stage                    | -     |               |             |                 |
| (III) Unimate Stage                      | -     |               |             |                 |

| 16. Annual Revenue Generated (Rs. Lakhs)     |                                      |
|--|--------------------------------------|
| a) Existing                                  |                                      |
| b) Proposed                                  |                                      |
| (i) Base Year                                | -                                    |
| (ii) Intermediate Stage                      | -                                    |
| (iii) Ultimate Stage                         | -                                    |
| 17. Annual O&M Expenditure (Rs. Lakhs)       |                                      |
| (i) Base Year                                | _                                    |
| (ii) Intermediate Stage                      | -                                    |
| (iii) Ultimate Stage                         | -                                    |
| 18. Proposed Unit cost of water (Rs./kl)     |                                      |
| 19. IX Plan (1997-2002) X Plan(2002-2007)    | Provision                            |
| 20. Annual Plan (Current Financial Year)     |                                      |
| 21. Agency Responsible For                   | :                                    |
| a) Implementation                            | -                                    |
| b) $O\&M$                                    | -                                    |
| 22. Whether the ULB has brought out          | - Yes / No (mention the certificates |
| Resolution on various issues                 | appended)                            |
| (forward copies of certificate               |                                      |
| appended with DPR)                           |                                      |
| 23. Whether the town is covered under        |                                      |
| DPAP. DDP. HADP. Special Category            |                                      |
| Hill Area. Hot and Cold Desert and           |                                      |
| Fragile Ecological System                    |                                      |
| 24. Whether the town has the specific proble | em of                                |
| a) Excess salinity                           | -                                    |
| b) Excess Fluoride                           | -                                    |
| c) Excess Iron                               | -                                    |
| d) Guinea Worm                               | -                                    |
| 25. Whether the Raw Water analysis           |                                      |
| report is included in the DPR                | - Yes / No                           |
| (forward its copy with agenda)               |                                      |
| 26. Whether SLSC has cleared the scheme      |                                      |
| (append SLSC proceedings)                    |                                      |
| 27. Abstract of cost component wise          |                                      |
| in the format appended should be             |                                      |
| forwarded with agenda papers                 |                                      |
|  |                                      |
|  | In-Charge & I                        |
|  |                                      |

In-Charge & Head Water Supply Scheme State PHE Department / Urban Water Supply Board

Note : The salient features should be included in the DPR also.

Enclosure to Letter No.----- dated ------Scheme sanctioned under AUWSP : State - -----Name of the scheme :------Water Supply Scheme

|    |  | Abstract of cost |
|----|--|------------------|
| •  |  | (RS. In lakins)  |
| А. | Source Development Tube Well (tube well /        |                  |
|    | intake well, etc.)                               |                  |
| B. | Pump house (Nos. )                               |                  |
| С. | Pumping machinery (No. of pumps and BHP          |                  |
|    | of each pump)                                    |                  |
| D. | Disinfection Unit (Nos. & type)                  |                  |
| E. | Treatment plant                                  |                  |
| F. | Rising main (diameter, length and class of pipe) |                  |
| G. | Clear Water Reservoir /                          |                  |
|    | Under Ground Storage Tank (No. & capacity)       |                  |
| H. | Service Reservoir (OHSR) (No. & capacity)        |                  |
| I. | Distribution System (pipe, diameter and length)  |                  |
| J. | Electric power including transformer and etc.    |                  |
| К. | Office building / quarters, etc.                 |                  |
| L. | Land acquisition                                 |                  |
| М. | Miscellaneous (Boundary wall, cartage, etc.)     |                  |
|    | Sub – Total                                      |                  |
|    | Contingencies @ 5% (over subtotal)               |                  |
|    | W.C. Esst. @ 3% (over subtotal)                  |                  |
|    | Total  |                  |

तार : जल निगम

दूरभाष : 220172 : 220272 फैक्स : 91–0522–220173

# nRj izskty fixe

प्रधान कार्यालय : 6, राणा प्रताप मार्ग, लखनऊ – 226001

पत्रांक 267 / पी.पी.आर.डी – डिजाईन क्राइटेरिया / दिनांक 25.7.2002

## dk K; Kli

जलापूर्ति योजनाओं के विरचन के लिये कार्यालय ज्ञाप संख्या 1069/ पी.पी.आर.डी— डिजाईन क्राइटेरिया / 24, दिनांक 24.4.1978 द्वारा एक विस्तृत डिजाईन क्राइटेरिया परिचालित की गई थी और इसके कुछ प्रविधानों को समय—समय पर विभिन्न एकल आदेषों द्वारा संषोधन किये जाते रहे है। कार्यालय ज्ञाप संख्या 143/ डिजाइन क्राइटेरिया / पी.पी.आर.डी / 5, दिनांक 30.4.2002 द्वारा गठित नवीनतम डिजाईन क्राइटेरिया कमेटी ने पूर्व पारित एकल संषोधन को संज्ञान में लेते हुये उपरोक्त वर्णित ज्ञाप दिनांक 24.4.1978 के कुछ प्रमुख प्राविधानों को नवीनतम दिषा—निर्देषों एवं आवष्यकताओं के परिप्रेक्ष्य में संषोधन की संस्तुति की थी जिस पर अध्यक्ष / प्रबन्ध निदेषक, उ0प्र0जल निगम ने स्वीकृति प्रदान कर दी है। तद्नुसार मूल प्राविधानों के समक्ष तुरन्त से लागू होने वाले डिजाईन क्राईटेरिया के विभिन्न बिन्दुओं का ब्योरा एतद् द्वारा जलापूर्ति योजनाओं के विरचन में अपनाये जाने के निमित्त संलग्न किया जा रहा है। इन बिन्दुओं पर पूर्व में पारित सभी तद्विषयक संषोधन के आदेष उस सीमा तक संषोधित माने जायेगें जिस सीमा तक संलग्नक में इसे संषोधित कर दिया गया है।

## l yXud %mijlih kuqljA

## g0 ¼p01 ki 19 J lelfro½ e4; vf11, ak ½10i 10vlj(Mi)

## iùl 9, cafnuld mij kirkul ljA

प्रतिलिपि उपरोक्त संलग्नक की एक–एक प्रति सहित निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेत्र प्रेषित।

- 1. मुख्य अभियन्ता( अप्रैजल / गंगा / नागर / ग्रामीण), उत्तर प्रदेष जल निगम, लखनऊ।
- 2. निदेषक, सी0एण्ड डी0 एस0, लखनऊ।
- 3. समस्त मुख्य अभियन्ता, उत्तर प्रदेष जल निगम।
- 4. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तर प्रदेष जल निगम।
- 5. समस्त अधिषासी अभियन्ता / परियोजना प्रबन्धक, उत्तर प्रदेष जल निगम।

## l yXud %mijkh kuqljA

**g0** ¼e0, y*0* kel2/2 v/ll(kkvffk i\*k 49/t lkit Mgj3Wy1/2

## **U. P. JAL NIGAM- PPRD WING**

## INSTRUCTIONS FOR PREPARATION OF WATER SUPPLY PROJECTS- AMENDMENT IN CIRCULAR ISSUED VIDE OFFICE ORDER NO. 1069/ PPRD-DESIGN CRITERIA DATED 24-04-1978.

## Enclosure of Circular No. 267/ PPRD-DESIGN CRITERIA/ date. 25 July 2002

| Sl. | PROVISIONS AS PER CIRCULAR DATED 24-4-1978 |   |                                      | AMENDED PROVISIONS |                                   |  |  |
|-----|--|---|--------------------------------------|--------------------|-----------------------------------|--|--|
| No  | Para                                       | CONTE   | NTS                                  | Para               | Para CONTENTS                     |  |  |
| 1   | 2  | 3   |                                      | 4                  | 5                                 |  |  |
| 1.  | 3.2  | <b>RISING MAIN</b> :  |                                      | 3.2                | Para 3.2 remain unchanged. The    | following provisions are                 |  |
|     |  | The rising mains should normally                                    | be designed for fifteen years in     |                    | added as sub Para 3.2.1.          |  |  |
|     |  | case of T.W. schemes but the design                                 | period in case of surface source     | 3.2.1              | (a) Schemes where number          | of Tube Wells proposed                   |  |
|     |  | schemes be normally kept 30 years provided availability of adequate |                                      |                    | is upto 3, separate rising        | mains be proposed from                   |  |
|     |  | supply of water from the source is e                                | nsured. In case of other schemes     |                    | individual T.Ws. to the           | Over Head Tank & inlet                   |  |
|     |  | it could be increased to thirty years                               | f the topography poses restraints    |                    | pipe to OHT be desi               | igned suitably to cater                  |  |
|     |  | such as laying mains in narrow land                                 | es or Bazar area, or in situations   |                    | combined discharges fro           | om these T.Wells.                        |  |
|     |  | where duplicating them later or                                     | n may not either feasible or         |                    | (b) In schemes where nu           | umber of Tube Wells                      |  |
|     |  | economical.   |                                      |                    | proposed is more than             | n 3, independent rising                  |  |
|     |  |   |                                      |                    | mains from T.Wells b              | be laid up to a suitably                 |  |
|     |  |   |                                      |                    | located ground level clea         | ar water reservoir (CWR)                 |  |
|     |  |   |                                      |                    | & water be pumped to O            | TH from this C.W.R.                      |  |
| 2.  | 6.   | MINIMUM SIZE OF DISRISUTI   | <u>ON MAIN</u> :                     | 6.                 | The existing provisions of pare-6 | b are amended as below:                  |  |
|     |  | The minimum size of a distribution                                  | main should be kept according        |                    |                                   |  |  |
|     |  | DESIGN DODULATION   |                                      |                    | Classification                    | Min size of nine                         |  |
|     |  | DESIGN POPULATION   | MINIMUM SIZE OF<br>DISTRIBUTION MAIN |                    | Classification                    | in mm(LD)                                |  |
|     |  | Unto 5 000  |                                      |                    |                                   | in mm(1.D.)                              |  |
|     |  | 5001 50 000   | 20mm                                 |                    | 1. Towns where water supply e     | X1Sts                                    |  |
|     |  | 5001-50,000   | 0011111<br>100mm                     |                    | but sewerage facility does no     | 50 texist. $50$                          |  |
|     |  | above 5.00.000  | 100mm                                |                    | 2. Towns naving population up     |  |  |
|     |  | In hills the minimum size shall be $2^{\circ}$                      | T25IIIII<br>Smm                      |                    | Excility either exists or is pro  | but sewerage                             |  |
|     |  |   |                                      |                    | 3 Towns having population me      | prosect. 00                              |  |
|     |  |   |                                      |                    | 5. loce & water supply facility   | v eviete                                 |  |
|     |  |   |                                      |                    | but sewerage facility either e    | xists or is proposed 100                 |  |
|     |  |   |                                      |                    | 4 Rural areas                     | 50 50 50 50 50 50 50 50 50 50 50 50 50 5 |  |
|     |  |   |                                      |                    |                                   | 50                                       |  |

| 7.    | RATE OF WATER SUPPLY IN L   | PCD.                               | 7.    | RATE OF WATER SUPPLY IN LPCD.                             |  |  |
|-------|-----------------------------|------------------------------------|-------|---|--|--|
| 7.1.1 | <u>Urban:-</u>              |                                    |       | Stands Amended as below:<br>URBAN AREA                    |  |  |
|       | DESIGN POPULATION           | Maximum day rate in lpcd           |       | Sl.No Classification of Town. Max. day rate in Lpcd       |  |  |
|       | Upto 5,000                  | 100                                |       | 1. Towns having water supply facility                     |  |  |
|       | 5,001 to 10,000             | 125                                |       | Without sewerage. 70                                      |  |  |
|       | 10,001 to 50,000            | 150                                |       | 2. Towns where water supply facility                      |  |  |
|       | 50,001 to 1,00,000          | 175                                |       | exists and sewerage facility either                       |  |  |
|       | 1,00,001 to 5,00,000        | 200                                |       | exists or is proposed. 135                                |  |  |
|       | 5,00,001 to 10,00,000       | 225                                |       | Note:- In Tenth Five Year Plan, towns                     |  |  |
|       | Over 10 lacs                | 270                                |       | having population of 1 lac or more as per                 |  |  |
| 7.1.2 | RURAL:-                     |                                    |       | census 2001, may be considered as towns                   |  |  |
|       | <b>DESIGN POPULATION</b>    | OPULATION Maximum day rate in lpcd |       | 3 Metro-politan & Mega towns where water                  |  |  |
|       | Upto 5,000                  | 100                                |       | supply facility exists and sewerage facility              |  |  |
|       | above 5000                  | 125                                |       | either exists or is proposed 150                          |  |  |
|       | The above rural requirement | includes requirement of live stock |       | Allowance for un-accounted for water in urban areas       |  |  |
|       | also.                       |                                    |       | be made @ 15% over the rate of water supply stated        |  |  |
|       |                             |                                    |       | in the above table, while designing the water supply      |  |  |
|       |                             |                                    |       | system.   |  |  |
|       |                             |                                    |       | RURAL AREA:   |  |  |
|       |                             |                                    |       | The existing provisions of this Para stands amended       |  |  |
|       |                             |                                    | 7.1.2 | as below:   |  |  |
|       |                             |                                    |       | Sl. Programme Max. day rate in Lpcd                       |  |  |
|       |                             |                                    |       | 1. Accelerated Rural Programme                            |  |  |
|       |                             |                                    |       | (a) General 70  |  |  |
|       |                             |                                    |       | (b) Quality problem Villages 40                           |  |  |
|       |                             |                                    |       | (supply through Stand post only).                         |  |  |
|       |                             |                                    |       | 2. General (Minimum Needs Programme). 70                  |  |  |
|       |                             |                                    |       | Allowance for un-accounted for water in rural areas be    |  |  |
|       |                             |                                    |       | made @ 15% over the rate of water supply stated in the    |  |  |
|       |                             |                                    |       | Rate of ner canita water supply stated in the above table |  |  |
|       |                             |                                    |       | are changeable in pursuance to any directives issued by   |  |  |
|       |                             |                                    |       | Government of India from time to time.                    |  |  |

| 4. | 8.   | <b>DESIGN FORMULA FOR F</b>  | LOW IN CONI      | DUITS &            | 8.   | The table given under this para s | stands apended | as below |
|----|--|--|------------------|--------------------|--|-----------------------------------|----------------|----------|
|    |  | <b>COEFICIENT OF ROUGHNESS.</b><br>Hazen & Williams formula for pressure conduits and Mannings |                  |                    | in accordance with table 6.1 of Manual of G.O.I. |                                   |                |          |
|    | Hazen & Williams formula for pressure c<br>formula for free flow conduits are to be ad |  |                  |                    | Pipe Material                                    | Recommended                       | <u>l</u>       |          |
|    |  | re to be adopted   | opted.           |                    | <u>'C'Values</u>                                 |                                   |                |          |
|    |  | The values of coefficient 'C' in   | Hazen Williams   | s formula are as   |  |                                   | New Pipes      | Design   |
|    |  | follows:   |                  |                    |  |                                   |                |          |
|    |  |  |                  |                    |  | Purpose                           |                |          |
|    | Conduits Material <u>Recom</u>   | <b>Recomended</b>  | nended value for |                    | UNLINED METALLIC PIP                             | <u>ES</u>                         |                |          |
|    |  |  | New Pipe         | Design Purposes    |  | Cast Iron, Ductile Iron           | 130            | 100      |
|    |  | (a) Cast Iron  | 130              | 100                |  | Mild Steel                        | 140            | 100      |
|    |  | (b) Galvanised Iron  | 120              | 100                |  | Galvanized Iron above             |                |          |
|    |  | (c) Steel pipes with revitted joir   | nts. 110         | 95                 |  | 50 mm dia.                        | 120            | 100      |
|    |  | (d) Steel pipes with welded join   | ts 140           | 100                |  | Galvanized Iron 50mm dia          |                |          |
|    |  | (e) Concrete   | 140              | 140                |  | and below used for house          |                |          |
|    |  | (f) Asbestos cement  | 150              | 120                |  | service connections.              | 120            | 55       |
|    | (g) Plastic Pipes 150 120  |  |                  |                    | <b>CENTRIFUGALLY LINED METALLIC PIPE</b>         |                                   |                |          |
|    |  | The value of 'C' for old pipes considered for reorganisation schemes                           |                  |                    |  | Cast Iron, Ductile Iron and Mild  |                |          |
|    |  |  |                  |                    |  | Steel Pipes. lined with cement    |                |          |
|    |  | may be adopted as per the follo  | wing table. Redu | action in diameter |  | mortar or epoxy.                  |                |          |
|    |  | due to tuborculation should also be taken into account in case of C.I.                         |                  |                    |  | Upto 1200mm dia                   | 140            | 140      |
|    |  | and G.I. and steel pipes.  |                  |                    |  | Above 1200mm dia                  | 145            | 145      |
|    |  |  |                  |                    |  | <b>PROJECTION METHOD C</b>        | <u>EMENT</u>   |          |
|    |  | *** All other contents of this para remain unchanged.  |                  |                    |  | MORTAR LINED METALL               | IC PIPES       |          |
|    |  |  |                  | _                  |  | Cast Iron, Ductile Iron and       |                |          |
|    |  |  |                  |                    |  | Mild Steel Pipes.                 | 130            | 110      |
|    |  |  |                  |                    |  | NON METALLIC PIPES                |                |          |
|    |  |  |                  |                    |  | RCC Span Concrete, Prestressed    | l Concrete.    |          |
|    |  |  |                  |                    |  | Upto 1200mm dia                   | 140            | 140      |
|    |  |  |                  |                    |  | Above 1200mm dia                  | 145            | 145      |
|    |  |  |                  |                    |  | Asbestos Cement                   | 150            | 140      |
|    |  |  |                  |                    |  | PVC, GRP& other plastic pipes     | 150            | 145      |
|    |  |  |                  |                    |  |                                   |                |          |
|    |  |  |                  |                    |  |                                   |                |          |
|    |  |  |                  |                    |  |                                   |                |          |

|    | 9.  | PEAK FACTOR:For Kaval Towns2.0   |   |                               | 9.           | Peak factor stands amended as below for preparation of water supply schemes.           |  |   |
|----|-----|--|---|-------------------------------|--------------|--|--|---|
|    |     | For urban Towns<br>For Rural Schemes   | 2.5<br>2.5  |                               |              | $\begin{array}{c c}\hline \mathbf{SI.} & \mathbf{F}\\\hline \hline 1. & 1 \end{array}$ | <b>Population</b><br>Less than 50,000  | Peak factor<br>3.0  |
|    |     | These peak factor are app<br>adopted under clause 7.1<br>water supply shall be 1.0 | plicable on maximum day per<br>.1 & 7.1.2 N.L peak factor fo<br>0 | capita rates<br>or industrial |              | 2. 1<br>3. 1<br>4. 1<br>i  | Between 50,000 to 2 lac<br>More than 2 lac<br>Minor water supply projects<br>s proposed to be supplied<br>Posts for mere 6 hours a d | 2.5<br>2.0<br>ets where water<br>through stand<br>ay. 3.0 |
|    |     |  |   |                               |              | These peak<br>capita rates<br>factor for in  | adopted under clause 7.1<br>adopted water supply sha   | n maximum day per<br>.1 & 7.1.2 N.L. peak<br>all be 1.00  |
| 6. | 10. | TERMINAL PRESSUE<br>The terminal pressure sho                                      | <b><u>RE:</u></b><br>ould be provided as listed in th             | he following                  | 10.          | Terminal P<br>Sl. No.  | ressure stands amended as<br><b>Type of Buildings</b>  | s below :<br><b>Terminal</b>                              |
|    |     | table.   |   |                               | Pressure     |  | In   |   |
|    |     | Design populations   | Building (type)   | Terminal                      |              | Metres.  | Single storey  | 7   |
|    |     | Unto 0.20  | Single storeyed   | 7                             |              | 1.   | Double storeved  | 12  |
|    |     | 0010 0.20  | Double storeved   | 12                            |              | 2.<br>3.   | Triple storeved  | 12  |
|    |     | 0.20 to 0.50   | No consideration  |                               |              |  |  |   |
|    |     | 0.5 to 1.00  | of the height of building.  | 12                            |              |  |  |   |
|    |     | 1.00 to 5.00   |   |                               |              |  |  |   |
|    |     | 5.00 to 10.00  | No consideration of the   |                               |              |  |  |   |
|    |     | above  | height of building  | 15                            |              |  |  |   |
| 7. | 11. | HYDRAULIC GRADI  | ENTS :  |                               | 11.          | The existin  | g provisions shall stand a   | mended to the extent                                      |
|    |     | For designing the distrib  | bution mains such hydraulic                                       |                               | that irrespe | ctive of the type of pipe t  | being used, hydraulic  |   |
|    |     | be adopted for different type of pipe material as to provide an                    |   |                               |              | thousand   | kept in the range of 1 to 2  | + meters per  |
|    |     | for an economic design of rising main should be adopted. Generally                 |   |                               |              | ulousaliu. P   | an outer provisions shall i  | emain unenaigeu.  |
|    |     | the hydraulic gradient for P.V.C. & A.C. Pressure pipes should be 3                |   |                               |              |  |  |   |
|    |     | to 4 per thousand, and   | for cast iron and steel pipe                                      |                               |              |  |  |   |
|    |     | thousand. However the  | e gradient may vary acco  | ording to the                 |              |  |  |   |
|    |     | minimum size of the dist   | ribution mains as recommend                                       |                               |              |  |  |   |

| 8.  | 17.   | STAND POSTS.  | 17.   | STAND POSTS .  |
|-----|-------|---|-------|--|
|     | 17.1. | RURAL   | 17.1. | RURAL  |
|     |       | A minimum of one stand post shall be provided for the weaker          |       | In schemes where private connection are not proposed           |
|     |       | section residing in the village. In addition to this one stand post   |       | one stand post be provided for every 150 present               |
|     |       | should also be provided in the market area. The maximum number        |       | population. In schemes where private connection are            |
|     |       | of stand post shall not exceed four per thousand of existing          |       | proposed, stand posts be provided in areas where people        |
|     |       | population of village with a minimum of one forevery village.         |       | belonging to schedule caste, schedule tribes, minority         |
|     |       |   |       | community are dominant besides public places and slums         |
|     |       |   |       | provided that Hand Pumps in these areas do not exits.          |
|     | 17.2. | URBAN:  | 17.2. | <u>URBAN :</u>   |
|     |       | One stand post for the existing population of 1500 be provided. In    |       | Stand posts be provides in areas where people belonging        |
|     |       | addition to it, provision may be made for weaker section and the      |       | to scheduled caste, schedule tribes, minority community        |
|     |       | market area. However, the maximum number of stand posts shall         |       | are dominant besides public places & slums.                    |
|     |       | not exceed one per thousand of existing population with a minimum     |       |  |
|     |       | of one in every town.   |       | Suitable provision for disposal of waste water from the        |
|     |       | Suitable provision for disposal of waste water from the stand posts   |       | stand posts shall be made in the schemes so that no waste      |
|     |       | shall be made in the schemes so that no waste water collects and      |       | water collects and create nuisance in the vicinity of any      |
|     | 10.1  | create nuisance in the vicinity of any stand posts.                   | 40.4  | stand posts.   |
| 9.  | 18.1. | FIRE HYDRANTS :   | 18.1. | FIRE HYDRANTS :  |
|     |       | The entire area served by W/S shall be so covered that any fire can   |       | Original provisions remaining unchanged, one Fire              |
|     |       | be reached with about 250 metres of fire fighting nose. Fire hydrants |       | Hydrant should be essentially provided in the campus of        |
|     |       | shall as far as possible be provided on bigger size mains and near    |       | water works.   |
| 10  | 10    | Crossings.  | 10    | DEVELODMENT OF WATED WODZC CITE                                |
| 10. | 19.   | DEVELOPMENT OF WATER WORKS SITE                                       | 19.   | DEVELOPMENT OF WATER WORKS SITE.                               |
|     |       |   |       | The following provision are added as an additional sub         |
|     |       |   |       | para 19.0<br>In avery water works compuse a Sonitory Tailat ha |
|     |       |   | 19.5. | in every water works campus a Samary Tonet be                  |
|     |       |   |       | provided to ensure nealthy surrounding.                        |

Sd/-

(M.L.SHARMA) Superintending Engineer Design Directorate Sd/-

## (H.C.P. SRIVASTAVA) Chief Engineer (PPRD

## <u>dk K; eq; vfik Uk kit y½nRj izskty fuxe</u> <u>y[kAA</u>

पत्रांक 429/अप्रेजल–डिजाईन काईटेरिया/1 दिनांक 29.6.93

# dķ 🖾 🗴 Kli

भारत सरकार की सहायता से त्वरित नागर जल सम्पूर्ति कार्यक्रम के अन्तर्गत 20,000 से कम जनसंख्या (वर्ष 1991 की जनगणना के आधार पर) वाले नगरों की पेयजल योजनाओं के विरचन हेतु संलग्न डिजाईन क्राइटेरिया का पालन किया जाये।

## <u>l yXid% fMt lbih d lbVfj; k</u>



पृ० सं० ४२९ / अप्रे० डिजाईन काईटेरिया / 1

दिनांक 29.6.93

प्रतिलिपि निम्नलिखित को (संलग्नक सहित) सूचनार्थ एवं आवष्यक कार्यवाही हेतु

- प्रेषित :–
- अध्यक्ष महोदय के निजी सचिव।
- 2. प्रबन्ध निदेषक महोदय के निजी सचिव।
- 3. समस्त क्षेत्रीय मुख्य अभियन्ता (नाम से)
- मुख्य कार्मिक अधिकारी / क्षेत्रीय मुख्य अभियन्ता (गंगा) उ० प्र० जल निगम, लखनऊ।
- 5. समस्त अधीक्षण अभियन्ता, उ० प्र० जल निगम।
- 6. सचिव (प्रषासन) / सचिव (व्यवस्था)
- त. समस्त प्रबन्धक (अप्रे0), प्रबन्धक (अनु0), अधीक्षण अभियन्ता (निर्माण)/अधीक्षण अभियन्ता (टी०ए०सी०)/प्रबन्धक <u>सामग्री/अधीक्षण</u> अभियन्ता (गंगा) / अधीक्षण अभियन्ता (प्रकल्प)/प्रबन्धक (ट्रेनिंग) उ०प्र0 जल निगम, लखनऊ।
- 8. समस्त अधिषासी अभियन्ता, उ०प्र० जल निगम।
- 9. समस्त उप प्रबन्धक (अप्रे0) उप प्रबन्धक (अनु0), उप सचिव (प्रषासन), उप सचिव (नियोजन),वै0 सहायक (पूर्व), / पष्चिम / उत्तराचंल / गोरखपुर / मध्य / दक्षिण / उप प्रबन्धक (साम्रगी), उप प्रबन्धक (ट्रेनिंग), अधिषासी अभियन्ता (टी0ए0सी0) / कैषसेल / ,दर सारिणी, उप सचिव (षिकायत), उ0प्र0 जल निगम लखनऊ।
- 10. अधिषासी अभियन्ता (पी०आर०ओ०) उ० प्र० जल निगम लखनऊ।

## l yXid% fMt lbu dibVsj; k

भारत सरकार की सहायता से त्वरित नागर जल सम्पूर्ति कार्यक्रम के अर्न्तगत 20,000 से कम जनसंख्या (वर्ष 1991 की जनगणना के आधार पर) वाले नगरों की पेयजल से संबंधित डिजाइन क्वाइटेरिया :

#### 1. fM: lbu vlchhdhvfHdYiuk&

विभागीय डिजाइन काइटेरिया के अनुसार भविष्य की जनंसख्या की अभिकल्पना विभिन्न तरीकों से करके अपनायें गये तरीके का पूर्ण औचित्य दिया जाये।

#### 2 fMt lbu vof/R&

योजना की डिजाइन अवधि 25 वर्ष, प्रारम्भिक वर्ष से 9 वर्ष बाद मध्य स्टेज तथा 25 वर्ष बाद डिजाइन स्टेज होगी यथा प्रारम्भिक वर्ष 1996 होने पर मध्य स्टेज 2005 तथा डिजाइन स्टेज 2021 मानी जायेगी।

#### 3 III %

नलकूप की डिजाइन अवधि 30 वर्ष होती है। योजना की डिजाइन अवधि के लिये स्रोत की गणना की जाये तथा प्राविधान मध्य स्टेज की पेयजल आपूर्ति की आवष्यकता हेतु किया जाये। नलकूप पर आधारित योजनाओं के लिये मध्य स्टेज की पेयजल आपूर्ति की आवष्यकता हेतु गणना करने पर नलकूप की जो भी संख्या आये उसका प्राविधान किया जाये इसके अतिरिक्त एक स्टेंड बाई नलकूप का प्राविधान भी किया जायेगा।

पर्वतीय क्षेत्रों में गधेरा अथवा अन्य स्रोत से जल लेने पर सभी सिविल स्ट्रक्चर 25 वर्ष की अवधि के लिये डिजाइन किये जायेगें। ट्रीटमेंन्ट यूनिट्स, पम्पिंग प्लांट आदि का प्राविधान विभागीय डिजाइन क्राइटेरिया के आधार पर किया जायेगा।

#### 4 forj.kizkyh%

वितरण प्रणाली का डिजाइन पूर्ण डिजाइन अवधि (25वर्ष) के लिये किया जायेगा। 5 ild QSVj %

50,000 डिजाइन आबादी तक पीक फैक्टर 3.0 रखा जाये 50,000 से अधिक डिजाइन आबादी होने पर पीक फैक्टर 2.5 रखा जाये।

## <u>6 forj.kizllyhdsilki dkUure vldlj %</u>

| डिजाइन आबादी       | पाइप का न्यूनतम आकार |                 |
|--------------------|----------------------|-----------------|
|                    | मैदानी क्षेत्र       | पर्वतीय क्षेत्र |
| 0 से 5000 तक       | 50 मि0 मी0           |                 |
| 5001 से 50000 तक   | 80 मि0 मी0           | 25 मि0 मी0      |
| 50001 से 500000 तक | 100 मि0 मी0          |                 |

#### 7 isty nj %

निजी संयोजन हेतू 70 ली0 प्रति व्यक्ति प्रति दिन

स्टेंड पोस्ट

40 ली0 प्रति व्यक्ति प्रति दिन

| जनगणना के अनुसार नगरो<br>की आबादी | निजी संयोजन | स्टेंड पोस्ट |
|-----------------------------------|-------------|--------------|
| 0 से 10,000 तक                    | 60 प्रतिशत  | 40 प्रतिशत   |
| 10,001 से 20,000 तक               | 70 प्रतिशत  | 30 प्रतिशत   |

**Ш**ः गणना करने पर डिजाइन आबादी कितनी भी आये पेयजल की दर उपरोक्तानुसार 70 तथा 40 एल0पी0सी0डी0 ही अपनाई जायेगी ।

#### 8 Viežy ilj %

वाटर सप्लाई मैनुअल के आधार पर वितरण प्रणाली के अन्तिम छोर पर दबाव 12 मीटर अपनाया जाये।

#### 9 jbhta es %

वाटर सप्लाई मैनुअल के आधार पर प्रथम स्टेज 9 वर्ष तथा द्वितीय स्टेज 16 वर्ष मानकर पूर्ण अवधि के लिये राइजिंग मेन का मितव्ययी आकार निकाला जाये।

## 10 voj tykk dh{lerk%

नगर में पिछले एक वर्ष में ग्रीष्म ऋतु में औसतन विद्युत उपलब्धता के आधार पर ड्रा आफ पैटर्न विधि से अवर जलाशय की क्षमता की गणना करके अवर जलाशय की मानक क्षमता का प्राविधान किया जाये। विद्युत उपलब्धता के सम्बन्ध में प्रमाण पत्र स्टेज इलेक्ट्रिसिटी बोर्ड से प्राप्त करके योजना में संलग्न किया जाये।

## 11 DylisheVj %

योजना में केवल एक क्लोरीनेटर कामन राइजिंग मेंन में बाई पास से पूर्व अवर जलाशय के पास लगाया जाये। डोजिंग इस प्रकार किया जाये कि वितरण प्रणाली के अन्तिम छोर पर 0.2 पी0पी0एम0 क्लोरीन उपलब्ध हो सके।

#### 12 IVMIEV %

भारत सरकार के पत्र के अनुसार 100 से 150 व्यक्ति की दर से एक स्टैंड पोस्ट का प्राविधान किया जाये। जिस क्षेत्र में अनुसूचित जाति एवं अनुसूचित जनजाति का बाहल्य हो 100 व्यक्तियों तक भी एक स्टैंड पोस्ट का प्राविधान किया जा सकता है। भारत सरकार के पत्र में निर्देशित 30 प्रतिशत / 40 प्रतिशत आबादी हेतू ही स्टैंड पोस्ट की संख्या सीमित रखी जाये ।

## 13 dkZižkýr vfkBurEkvkdfled (); &

202

त्वरित कार्यक्रम के अन्तर्गत विरचित ग्रामीण पेयजल योजनाओं के आधार पर इन योजनाओं में भी कार्य प्रभारित अधिष्ठान एवं आकस्मिक व्यय हेतु क्रमंशः 3 प्रतिशत तथा 5 प्रतिशत प्राविधान किया जाये।

## 14 dlerladhc<krjh%

योजना निर्माण अवधि में विभागीय डिजाइन क्वाइटेरिया के अन्तर्गत प्रसारित पत्र सं0 2281/अप्रैजल योजना सामान्य/ 2 दिनांक 15.11.89 में 10 प्रतिशत प्रति वर्ष दरों में बढ़ोतरी हेतु आदेश दिये गये हैं तदानुसार कीमतों में प्रथम वर्ष में 5 प्रतिशत, द्वितीय वर्ष में 15.5 प्रतिशत, तृतीय वर्ष में 27.05 प्रतिशत आदि बढ़ोतरी हेतु योजना में प्राविधान किया जाये।

## <u>15 6 elg dkvuj{kk0; %</u>

योजना में 6 माह के अनुरक्षण व्यय का प्राविधान किया जाये।

## 16 Listy VIO, Milo &

योजना की अनुमानित लागत की 1 प्रतिशत धनराशि का प्राविधान किया जाये।

## 17 Qibudi x iSuZ&

जो स्थानीय निकाय जलकल तथा नलकूप निर्माण कार्यो हेतु उपयुक्त भूमि निःशुल्क उपलब्ध कराती है उसे उनका 5 प्रतिशत कण्ट्रीब्यूशन के रूप में मान लिया जाये। जो स्थानीय निकाय निर्माण कार्यो हेतु उपयुक्त भूमि निःशुल्क उपलब्ध नही करायेगें उनसे योजना की अनुमानित लागत की 5 प्रतिशत धनराशि के ॠण प्रपत्र भरकर भेजे जाये तथा इस तथ्य का उल्लेख योजना की रिपोर्ट में कर दिया जाये।

## 18 bd bifell %

योजना में इकौनौमिक्स लगाई जाये। श्री डी०पी० मिश्रा संयुक्त सचिव उत्तर प्रदेश शासन, नगर विकास अनुभाग—2 के पत्र संख्या 893 ⁄ 9—2—93—97 (106) 91 दिनांक 26.4.93 में वर्ष 1996 की प्रस्तावित टैरिफ अपनाई जाये।

| क्रमांक | वितरण                          | वितरण जलनिगम निदेशक मंडल     |                 | वर्ष 1996 में   |
|---------|--------------------------------|------------------------------|-----------------|-----------------|
|         |                                | दवारा निर्धारित वर्तमान दरें | प्रस्तावित दरें | प्रस्तावित दरें |
|         |                                | (रू0 में)                    | (रू0 में)       | (रू0 में)       |
| 1       | न्युनतम दर प्रति कनेक्शन       | 15.00                        | 20.00           | 30.00           |
|         | प्रतिमाह।                      |                              |                 |                 |
| 2       | स्टैड पोस्ट से लाभान्वित प्रति | 3.50                         | 5.00            | 8.00            |
|         | परिवार प्रति माह।              |                              |                 |                 |

वर्ष में औसत जल उपभोग जल की अधिकतम आवश्यकता का 70 प्रतिशत विभागीय डिजाइन क्राइटेरिया के अनुसार अपनाया जायेगा।

| d <b>æld</b> | ižrlfor vuj <u>k</u> kklVlQ  |   | vují kkIVIQ grq<br>depljhvkil xg rHkHou |               |  |
|--------------|--|---|---|---------------|--|
|              | inde   | l <b>ą</b> ; k  | izlų Vbi                                | <b>lį</b> ; k |  |
| 1            | जलकल अभियन्ता<br>(अवर अभियन्ता)  | एक  | दो कमरे का<br>आवास                      | एक            |  |
| 2            | पम्प आपरेटर<br>ग्रेड–1 कम केयर<br>टेकर                                   | एक कार्यरत नलकूप के<br>लिए एक ग्रेड–1 तथा<br>एक ग्रेड–2 पम्प<br>आपरेटर            | एक कमरे का<br>आवास                      | एक            | दो या दो से<br>अधिक नलकूपो<br>के लिए अधिकतम<br>आवास 2 तक ही<br>सीमित रखे जाये। |
| 3            | पम्प आपरेटर<br>ग्रेड–2 कम केयर<br>टेकर                                   | अतिरिक्त प्रत्येक<br>कार्यरत नलकूप के लिये<br>एक ग्रेड–2 पम्प<br>आपरेटर की दर पर। | एक कमरे का<br>आवास                      | एक            |  |
| 4            | प्लम्बर  | प्रत्येक 30 कि0मी0<br>पाइप लाइन हेतु एक<br>प्लम्बर की दर से।                      | शुन्य                                   | शुन्य         |  |
| 5            | बैलदार (प्लम्बर का<br>सहायक)   | प्रत्येक 30 कि0मी0<br>पाइप लाइन हेतु एक<br>की दर से।                              | शुन्य                                   | शुन्य         |  |
| 6            | मीटर रीडर कम<br>टैक्स<br>कलैक्टर—कम—बिल<br>क्लर्क—कम—कार्याल<br>य क्लर्क | प्रति 500 नग कनैक्शन<br>की दर से  | शुन्य                                   | शुन्य         |  |
| 7            | चपरासी–कम–माली   | एक  | शुन्य                                   | शुन्य         |  |

## 19 vují kkIVlQ Hikhou , oadežli hvloli xg %

उपरोक्त के अतिरिक्त एक नग दो कमरे का कार्यालय—कम गोदाम का प्राविधान किया जाये अथवा एक नग दो कमरे का आवास का प्राविधान किया जाये जिसे रेस्ट हाउस—कम—कार्यालय—कम—गोदाम की तरह प्रयोग किया जाये।

# <u>0&1 QZ 1 kij vkligr; ktulvladsfy; sftuesifia Hhfl; ktk A</u>

| 8       | जलकल अभियन्ता<br>(जूनियर इंजीनियर)  | एक  | दो कमरे का<br>आवास | एक         |  |
|---------|-------------------------------------|---|--------------------|------------|--|
| क       | blis osy ij                         | <del></del>                                     | <del></del>        |            | दोनो आवास<br>नंरेक के नर्फ             |
|         | पम्प आपरटर ग्रेड–1<br>कम–केगर टेकर  | एक  | एक कमर का<br>आताज  | एक         | इटक क काय<br>ज्याल पर ही               |
|         | कन-कदर टकर                          |   | आपात्त             |            | स्यल पर हा<br>प्रस्तावित किये<br>जाये। |
| 9       | पम्प आपरेटर ग्रेड–2<br>कम–केयर टेकर | एक  | एक कमरे का<br>आवास | एक         |  |
| 10      | पम्प आपरेटर ग्रेड–2<br>कम–केयर टेकर | एक  | एक कमरे का<br>आवास | एक         |  |
| ſk      | i <b>B</b> d IVt (                  | lsiffia IVšku ij                                | Shart              |            |  |
| ∎<br>11 | पम्प आपरेटर                         | एक  | एक कमरे का         | एक         | दोनो आवास                              |
|         | ग्रेड—1 कम—केयर                     | 3.  | आवास               | <b>、</b> 、 | प्रत्येक पंम्पिग                       |
|         | टेकर                                |   |                    |            | स्टेशन के                              |
|         |                                     |   |                    |            | कार्यस्थल पर ही                        |
|         |                                     |   |                    |            | प्रस्तावित किये<br>े                   |
| 10      |                                     | <u>11</u>                                       | एक कुछने का        | TT         | जाय।                                   |
| 12      | पन्प आपरटर<br>ग्रेड–२ कम–केयर       | ९५७   | ्य केनर का<br>आतास | ९फ         |  |
|         | टेकर                                |   | SIGIN              |            |  |
| 13      | फिल्टर अटेडेंट                      | एक  | एक कमरे का         | एक         |  |
|         |                                     |   | आवास               |            |  |
| 14      | प्लम्बर                             | पहाडी क्षेत्रों में प्रत्येक 15                 | शुन्य              | शुन्य      |  |
|         |                                     | कि0मी0 पाइन लाइन की                             |                    |            |  |
|         |                                     | दर स तथा मदाना क्षत्र।<br>में प्रचोक २० किं०मी० |                    |            |  |
|         |                                     | न प्रत्यक उठा किंग्नांठ<br>पादन लादन की दर से।  |                    |            |  |
| 15      | बेलदार (प्लम्बर का                  | पत्रोक प्रस्तर के साथ                           | अन्स               | जन्म       |  |
| 10      | सहायक)                              | एक।   | 3 -                | 3 -        |  |
| 16      | मीटर                                | पहाडी क्षेत्र में प्रत्येक 300                  | शुन्य              | शुन्य      |  |
|         | रीडर–कम–बिल                         | कनैक्शन की दर से तथा                            | C C                | C          |  |
|         | क्लर्क–कम–कार्याल                   | मैदानी क्षेत्रों में प्रत्येंक 500              |                    |            |  |
|         | य क्लर्क।                           | कनैक्शन की दर से                                |                    |            |  |
| 17      | इलैक्ट्रीसियन                       | एक  | शुन्य              | शुन्य      |  |
| 18      | पम्प ओपरेटर                         | योजना पर कुल कार्यरत                            | शुन्य              | शुन्य      |  |
|         | ग्रेड—2—कम—कयर                      | पम्प आपरेटर–ग्रेड–1 तथा                         |                    |            |  |
|         | टकर                                 | 2 कम-कयर टकर का<br>जंग्रा                       |                    |            |  |
|         |                                     | (1) पांच तक– शन्य                               |                    |            |  |
|         |                                     | (2) छः या छः से अधिक                            |                    |            |  |
|         |                                     | होने पर– एक                                     |                    |            |  |
| 19      | चपरासी–कम–माली                      | एक  | शुन्य              | शुन्य      |  |

उपरोक्त के अतिरिक्त एक नग दो कमरे का आवास का प्राविधन किया जाये जिसे रेस्ट हाउस –कम–कार्यालय–कम–गोदाम की तरह प्रयोग किया जाये।

## 1&1Q2 1 hr ij vkligr; ht ukvladsfy; sft ueaxfoVhl si kuhcgrkgl%

| 20 | प्लम्बर            | प्रत्येक 15 कि0मी0      | शुन्य      | शुन्य |
|----|--------------------|-------------------------|------------|-------|
|    |                    | पाइप लाइन की दर से      |            |       |
| 21 | बेलदार (प्लम्बर का | प्रत्येक प्लम्बर के साथ | शुन्य      | शुन्य |
|    | सहायक)             | एक                      |            |       |
| 22 | मीटर               | प्रत्येक ३०० नग         | शुन्य      | शुन्य |
|    | रीडर–कम–टैक्स      | कनेक्शन की दर से        | -          | -     |
|    | कलैक्टर–कम–कार्याल |                         |            |       |
|    | य क्लर्क           |                         |            |       |
| 23 | चौकीदार–कम–माली    | एक                      | एक कमरे का | एक    |
|    |                    |                         | आवास       |       |

**g0 \align gx ip it/2** ef; vfilk ir k

**%i**9/2

# dk 🕼; iz Vkfinski] nEj izskty fizej y [kÅA

पत्रांक 2281 / अप्रेजल—योजना सामान्य / 62 दिनांक 05.11.89 **dk Ek Kli** 

अध्यक्ष, अपर मुख्य अभियन्ता पीपीआरडी के कार्यालय ज्ञाप संख्या 1743 / पीपीआरडी / सरकुलर–1 दिनांक 11.11.83 द्वारा यह निर्देष दिये गये थे कि निर्माण की अवधि में दरों की वृद्धि के कारण जो बढोत्तरी अपेक्षित है वह 10 प्रतिषत प्रति वर्ष के दर से ली जायेगी और यह वृद्धि पूरी लागत पर नहीं होगी बल्कि जो कार्य उस वर्ष में निर्माण हेतु शेष रह जायेगें उन पर ही ली जायेगी।

विभिन्न शाखाओं द्वारा विरचित की जा रही योजनाओं के अप्रैजल एवं वित्तीय स्वीकृति में एक रूपता को ध्यान में रखते हुए यह आदेष किया जाता है कि मूल्य वृद्धि के कारण बढ़ोत्तरी का प्राविधान निम्नलिखित के अनुसार किया जाये :--

|    | वित्तीय वर्ष                          | वर्ष में प्रस्तावित कार्यो पर बढ़ोत्तरी हेतु |
|----|---------------------------------------|--|
|    |                                       | प्राविधान                                    |
| 1— | जिस वित्तीय वर्ष की दरों के आधार पर   |  |
|    | प्राक्कलन का विरचन किया गया है उस     | शून्य प्रतिषत                                |
|    | वित्तीय वर्ष के प्रस्तावित कार्य हेतु | -  |
| 2— | क्रमांक 1 के वित्तीय अगले वर्ष हेतु   | <u>100 +110</u>                              |
|    |                                       | 2  |
| 3— | क्रमांक 2 के अगले वित्तीय वर्ष हेतु   | <u>110 +121</u>                              |
|    |                                       | 2  |
| 4— | क्रमांक 3 के अगले वित्तीय वर्ष हेतु   | 121 + 133.10 - 100 = 27.05 प्रतिषत           |
|    | Ű,                                    | 2  |

यदि किसी योजना का प्रस्तावित कार्यान्वयन काल इससे अधिक है तो उसमें मूल्य वृद्धि के प्रतिषत की गणना उपरोक्त के अनुसार ही करते हुये उसका प्राविधान किया जाये।

> g0 ½1 kodqhj 'kell⁄2 ir.Vk

## fim' kl

पृ०सं० 2281 / अप्रैजल–योजना सामान्य / 62 उक्त दिनांक

- 1. निजी सचिव, अध्यक्ष / प्रबन्ध निदेषक / वित्त निदेषक ।
- 2. मुख्य अभियन्ता, प्रथम / द्वितीय
- 3. समस्त मुख्य अभियन्ता, स्तर -2
- 4. समस्त अधीक्षण अभियन्ता ।
- 5. समस्त अधिषासी अभियन्ता ।
- 6. गार्ड फाइल ।

g0 ef; vfft, třk

**¼i±y**½

# <u>U.P. Jal Nigam</u> <u>6-Rana Pratap Marg, Lucknow</u>

No. 351 / PPRD / Design Criteria / 2 1986 Dated: lucknow 19 Feb,

A meeting of the design Criteria committee was held on 22.11.85 to review design criteria for Sewerage Schemes circulated vide this Office circular No. 3001/PPRD-Design Criteria /30 dated 19.6.1979. The following paras of design Criteria have now been decided to be modified as below and the same as modified should now be followed for designing sewerage schemes :-

#### 3.1 Interception Factor :-

It shall be taken that 70% of theoritical average daily water supply will find its way into the sewers with a minimum of 150 litres per capita per day.

#### 3.2 <u>Peak Factor :-</u>

The ratios between peak and average quantity of the flow passing through the sewers are to be taken as 3.5 for population upto 20,000, 2.5 for population more than 20,000 and upto 50,000, 2.25 for population more than 50,000 and upto 7.5 lacs, 2.00 for population more than 7.5 lacs. The value of peak factor shall depend upon the contributory population at that point and not upon the total design population at that point and not upon the total design population at that point and not upon the total design population of the town.

#### 3.4 <u>Velocity of flow in sewers :-</u>

Velocity of flow in sewers at peak flow during dry weather for the ultimate condition is to be taken as 0.8 metre per second subject to the condition that the velocity shall not be less than 0.60 metres per second for present peak flow. Otherwise flushing is to be done. Maximum velocity in the sewers shall not be allowed to exceed 2.4 metres per second.

#### **TYPE OF SEWERS :-**

Minimum size of 150 mm dia sewer shall be used. However re-commended practice to adopt 200 mm dia or next higher size manufactured and available may be followed where-ever necessitated. Minimum size for hilly areas, where extreme slope are prevent, may be 100 mm dia of suitable material. R.C.C., Pressure spun pipes of 150 mm

dia and above are used as sewers. For bigger sizes dia brick sewers are used depending upon the local conditions.

#### 4 MODE OF LAYING :-

Sewers should be designed to lay with crown meeting crown and necessary drop to be provided accordingly, however, it should be ascertained that the flow line the sewers at the meeting points is such that back flow does not occur in any of them. A minimum drop of 30 mm be assured at each sewer transition. Sewer transitions include change in size, shape alignment, volume of flow free and submerged discharge at the end of sewer lines, passed through measuring and diversion devices & sewer junctions.

Sewer as far as possible should be laid one metre below ground level. In case laying of sewers at depths less than one metre is necessary, proper concrete covering be provided to avoid any damage to the sewer, also it should be ensured that houses near about it could be tapped into it.

#### 4.1 MANHOLES :-

Various types of manholes are to be provided to facilitate cleaning and inspection of sewers depending upon the depths of sewers. Following table given the type and sizes of various manholes to be employed for different dia metres of sewers for different depths :-

| Туре         | of | Dia   | metre        | of  | Sizes of manhole | es Depth of Sewers |  |  |
|--------------|----|-------|--------------|-----|------------------|--------------------|--|--|
| manholes     |    | sewe  | sewers in mm |     |                  |                    |  |  |
| Slab type    |    | 150 n | nm dia to    |     |                  |                    |  |  |
|              |    | 500 r | nm dia       |     | 1.0 x 1.2m       | Upto 3 metres      |  |  |
|              |    | 600 n | nm dia to    |     |                  |                    |  |  |
|              |    | 900 n | nm dia       |     | 1.25 x 1.5m      |                    |  |  |
| Arch type    |    | 150 n | nm dia to    |     |                  |                    |  |  |
|              |    | 500 n | nm dia       |     | 1.0 x 1.5m       | Above 3 metres     |  |  |
|              |    | 600 n | nm dia to    |     | 1.25 x 1.5m      |                    |  |  |
|              |    | 900 n | nm dia       |     |                  |                    |  |  |
| Scraper type |    | Above | e 900 mm c   | lia | 1.2 x 0.9 m      | Manhole top Clear  |  |  |
|              |    |       |              | C   | ppening          |                    |  |  |

Spacing of the manholes should be 30 meters upto 300 mm dia sewers, 75 meters spacing for 301 to 500 mm dia sewers and 90 meters spacing for 501 mm dia and
above. Besides this manholes are also provides at the point of junction of sewers, change in gradient, change in direction, change in size of sewers and at place of drops etc.

# **SEWAGE FARM :-**

**9.1** The soil should be analysed and the following recommended hydraulic loading should be followed :-

|                    | <u>Type of Soil</u> | <u>Hydraulic Loading</u> |
|--------------------|---------------------|--------------------------|
| m <sup>3</sup> /he | <u>ctare/day</u>    |                          |
| (i)                | Sandy               | 200 - 250                |
| (ii)               | Sandy loam          | 150 - 200                |
| (iii)              | Loam                | 120 - 150                |
| (iv)               | Clay Loam           | 50 - 100                 |
| (v)                | Clayey              | 30 - 20                  |

Sd/-

(D.P. SINGHAL) Chief Engineer (PPRD)

#### **DESIGN CRITERIA FOR STORM WATER DRAINAGE SCHEME IN U.P.**

The design criteria is based on the different practices adopted in this country and as per experience gained by the department in executing such schemes. The details are as below :-

#### 1. <u>RUN OFF :-</u>

Run off or designing of storm water Drainage system is to be calculated on the basis of the Rational formula as below :-

Q=C.I.A.

Where Q=the maximum rate of run off from the drainage area in cusecs. (cubic feet per second)

C= the run off coefficient or the ratio between the maximum rate of run off and the average rate of rainfall during the time of concertration.

I= the average rainfall intensity in inches per hour for the period of maximum rainfall of a given frequency of occurance having a duration equal to the time of concentration.

A= the drainage area in acres.

The drainage area "A" can be measured from topographical plans or maps however proper values of "C" and must be estimated from the recorded data and experience.

#### (A) <u>RUN OFF CO-EFFICIENT :-</u>

The value of "C" will depend upon general soil condition of the area, typical rainfall characteristics condition of surface and degree of land development both present and future the various values of run off co-efficient to be adopted in different conditions is given as below :-

#### **RUN OFF COEFFICIENT OF DIFFERENT SURFACES**

| Type of surfaces   | Run off co-efficient |
|--|----------------------|
| Water tight roof surfaces                                | 0.70 to 0.95         |
| Asphalt pavement in good order                           | 0.85 to 0.90         |
| Stone or brick pavements in cement mortar (Good quality) | 0.75 to 0.85         |
| Stone or brick pavements in cement mortar (Open jointed) | 0.50 to 0.70         |
| Stone or brick pavements in cement mortar (Poor quality) | 0.40 to 0.50         |
| Macadam Roadways   | 0.25 to 0.60         |
| Gravel Roadways and Walks                                | 0.15 to 0.30         |
| Unpaved surfaces rail road yards and vacant plots 212    | 0.10 to 0.30         |

Parks, Gardens, lawns meadows

(depending upon the surface slopes and soil characteristics)0.25Wooden areas or forest land depending as before0.01 to 0.20

In a particular locality of certain towns if  $A_1$ ,  $A_2$ ,  $A_3$  etc. are the different types of surface areas having  $C_1$ ,  $C_2$ ,  $C_3$  etc. as their run off coefficient the over all run off coefficient for the locality would be

$$C = \frac{A_1 C_1 + A_2 C_2 + \dots + A_n C_n}{A_1 + A_2 + \dots + A_n}$$

Since in large towns it will rather be difficult to calculate value of run off coefficient as above it is suggested that the following table based on per acre density is taken as run off coefficient.

| Type of locality              | Averageapproximate | Run off      |
|-------------------------------|--------------------|--------------|
|                               | population density | Coefficient  |
|                               | persons/Acre       |              |
| Extreme sub urban areas with  | 20 to 50           | 0.35         |
| widely detached houses        |                    |              |
| Suburbs with detached houses  | 50 to 100          | 0.45 to 0.55 |
| Localities with semi detached | 150 to 200         | 0.65         |
| houses                        |                    |              |
| Closely built up areas        | 200 to 250         | 0.75         |
| Highly congested areas        | More than 250      | 0.85 to 0.90 |
|                               |                    |              |

**RUN OFF COEFFICIENT FOR DIFFERENT TYPES OF LOCALITIES** 

This run off coefficient has to be selected after considering the future development of the town.

# (B) **INTENSITY OF RAINFALL :-**

The average rainfall intensity 'I' is derived from records of local rainfall intensities and depends on the estimated frequency of occurance of intense rainfall rates and the time of concentration i.e. the time required for over all from the remotest part of the drainage area to reach an inlet and these flow through the drain to the part under consideration.

Duration of storm V/S intensity of rainfall curve for all ahead for different period of occurance is given in annexure I. For different towns this will be different and shall be prepared from the rainfall data available at the nearby metriological station.

#### (C) <u>TIME OF CONCENTRATION :-</u>

The time of concentration is the time allowed for water to reach at the head of the section of the drain. In general this has to be taken as 30 minutes except while the drain is very close by in which case it should be taken as 20 minutes. This includes 15 minutes time allowed within the house premises. The time required in the drain is calculated with a velocity of 3 feet per second.

The intensity of rainfall I for calculating the run off for any area is then taken from the curve such that the duration of rainfall is equivalent to the time of concentration for such storm will produce the maximum run off in that area. The intensity I for any particular time of concentration is different for the different period of occurance. Normally a rainfall with period of occurance as once in two years is taken for the design until unless some specific site conditions required it otherwise.

# 2. <u>FLOW FORMULA :-</u>

The velocity in the storm water drain is calculated on the basis of Chezy's

Formula  $V = C \sqrt{RS}$ 

Where V = mean velocity in ft per second.

R = Mean Hydraulic radius and S = slope of hydraulic grade line.

C = constent which have different value for different type of surface.

C is calculated on the basis of the Manning's Formula which is  $C = \frac{1.486}{N} R^{1/6}$ 

Where N is rugosity Co- efficient whose value is given as below :-

# A. <u>BRICK WORK :-</u>

| Well laid brick work | = | 0.013 |
|----------------------|---|-------|
|----------------------|---|-------|

| Average brick work | = | 0.015 |
|--------------------|---|-------|
| Rough brick work   | = | 0.017 |

Normally figure of 0.015 is reasonable and is adopted in brick work.

#### B. <u>CONCRETE WITH SURFACE AS INDICATED BELOW :-</u>

|    | (i)     | Formed no finish                            | 0.013 - 0.017 |
|----|---------|---|---------------|
|    | (ii)    | Trowel finish                               | 0.012 - 0.014 |
|    | (iii)   | Gunite good section                         | 0.016 - 0.019 |
| C. | (i)     | Dressed stone in mortar                     | 0.015 - 0.017 |
|    | (ii)    | Random stone in mortar                      | 0.017 - 0.020 |
|    | (iii)   | Cement rubble masonry plastered             | 0.016 - 0.020 |
|    | In case | of earthern section it is taken as $0.0225$ |               |

#### 3. <u>VELOCITY :-</u>

Maximum velocity inside drain should not exceed 2.0 metres per second. The minimum velocity should not be less than 0.7 metres per second. In case of internal storm water drains depending upon the topography the minimum value could be 0.4m/sec.

#### 4. <u>CROSS SECTION :-</u>

Normally trapoizoidal cross section with side slope as 1:1 and having centre portion depressed so that when the discharge is low flow may be limited to centre portion has to be provided. Where the soil conditions fairly good side slope of 1.5:1 vertical to horizontal could also be adopted. In some cases where site condition dictates otherwise rectangular or semi circular section could also be used.

#### 5. FREE BOARD :-

15 cm. free board should be provided above the flow level on main roads 225 mm. high parapet on the face towards roads has to be constructed above the ground level in a length of 1.5 M giving up a gap of 30 cm for acess of water into the drain.

#### 6. <u>WEEP HOLES :-</u>

Weep holes has to be spaced at 1.5 metre horizontally and vertically and should be of size 8 x 5 cm having dry brick ballast 30x 30x30 cm padding.

#### 7. DRAIN SECTION :-

Normally the specification for drain should be 1:6:12 cement concrete with brick ballast 8 cm thick at the bottom and brick on edge flooring in cement mortar 1:6 the sides should be of dry brick on edge at the top bull nozed bricks in cement mortar 1:6 have to be provided. Flush pointing to be done with cement mortar 1:3.

#### 8. DROP IN BED :-

When a branch drain joins a main drain the discharge in the main drain or the bed of slope of a drain changes from steper to flatter at any section the size of the drain after that section has to be made bigger. In cases where the depth is increased to provide larger area of flow then care should be taken that the highest flood level in out going drain should remain lower at the most same as the maximum highest flood level of the incoming drain or otherwise a vertical drop in the bed of the drain has to be provided. A vertical drop upto 4 cm should be accomplished by giving steps in the brick pitching itself. The bed and sides of the drain 30 cm up stream and 60 cm down stream of the drop should be provided with half brick masonry in cement mortar. In case where drops above 4 cm are required it should be provided by constructing vertical masonry walls.

#### 9. <u>CHANGE IN VELOCITY :-</u>

The change in velocity inside the drain should not occur abruptly. For every increase in velocity by 0.3 metre per second the distance along the drains should be 4.5 metre.

#### 10. FALL FROM A BRANCH DRAIN INTO MAIN DRAIN :-

Where the fall from a branch drain to a main drain is 15 cm. 4 cm cement concrete flooring over 10 cm. loam concrete should be provided in the main drain bed in length equal to the width of water surface in the branch drain plus 30 cm.

The bed and side of the drain on up stream side of any culvert should be provided with half brick masonry in cement mortar 1:4 for at least 1 metre length and the side plastered with cement mortar 1:4 also where branch drains meets main drain the bed and sides of the main drain should be provided with half brick masonry in cement mortar 1:4 for 1 metre length symetrical about the branch drain and the sides of the main drain be plastered.

#### 11. DRAIN BEGINNING AND DRAIN CURVES :-

The bed and sides of a drain at beginning and at sharp curves shall be provided with half dry brick pitching and plastered over with cement mortar 1:4. A curtain wall at the end of the drain shall also be provided to prevent accouring and undermining in drain.

#### 12. OUT FALL DRAINS :-

At curves brick masonry breast wall in cement mortar 1:6 shall be provided. The highest flood level of the outfall drain shall be kept at least 3'-6'' above the highest flood level of the Nallahs into which the storm water would be discharged. However attempts should be made to keep it as much as possible.

#### 13. <u>CULVERTS :-</u>

The minimum span of the culverts should be 60 cm with minimum over all depth of either 30 cm or depth of water plus 15 cm free board below bottom of slab which ever is more irrespective of the design requirement. The length of culvert has to be as per U.P. P.W.D practice which varied from 32 ft minimum to 38 ft maximum. The culverts have to be designed as I.R.C. code.

# OFFICE OF THE ADDL. CHIEF ENGINEER (PPRD) U.P. JAL NIGAM LUCKNOW

## No. 494/PPRD/DESIGN CRITERIA/12

Dated: 14.3.84

Copy of minutes of Design Criteria committee along with appendix forwarded to the following for information and necessary action:

- 1. P.S to Chairman/M.D U.P. Jal Nigam Lucknow
- 2. P.S to Chief Engineer (Const/PP) U.P. Jal Nigam, Lucknow
- 3. All Zonal/Addl. Chief Engineer, U.P. Jal Nigam
- 4. Secretary (Admn/Management) U.P. Jal Nigam
- 5. Manager (Mont)/All manager (Appl) U.P. Jal Nigam
- 6. Material Manager /All Superintending Engineer(Inap Wing/ Technical Wing/Training/Research) U.P.Jal Nigam.
- 7. Superintending Engineer (Project-Civil/Const) U.P. Jal Nigam
- 8. All Superintending Engineer (Project/Const) U.P. Jal Nigam
- 9. Dy. Secretary (Admn/Compelint/P-1/P-2) U.P. Jal Nigam.
- 10. All Executive Engineer, U.P. Jal Nigam.
- 11. All Executive Engineer (Project/Const) U.P. Jal Nigam.
- 12. P.R.O. U.P. Jal Nigam, Lucknow.
- 13. Guard File.

Encl. As above

Sd/-

# (**D.P. SINGHAL**) ADDL. CHIEF ENGINEER (PPRD)

# MINUTES OF THE MEETING OF THE DESIGN CRITERIA COMMITTEE HELD ON 5th & 6th DECEMBER 1983

The following were present :-

- 1. Er. S.N. Mathur Chief Engineer (C) U.P. Jal Nigam, Lucknow
- 2. Er. G.C. Roy Consultant U.P. Jal Nigam, Lucknow
- 3. Er. S.C. Tayal Zonal Chief Engineer (W) U.P. Jal Nigam, Agra
- 4. Er. D.P. Singhal Addl. Chief Engineer (PPRD) U.P. Jal Nigam, Lucknow
- 5. Er. B.K. Gupta Zonal Chief Engineer (Hills) U.P. Jal Nigam, Lucknow

scheme have been decided to be revised as attached as Appendix.

- 6. Er. Raj Kumar Manager (Appraisal) U.P. Jal Nigam, Lucknow
- 7. Er. J.S. Sharma Superintending Engineer (E & M) U.P. Jal Nigam, Dehradun
- 8. Er. S.K. Agarwal Executive Engineer and P.A. to A.C.E (PPRD) U.P. Jal Nigam, Lucknow
- 9. Er. J.C. Singhal Executive Engineer Temp. Pro. Division U.P. Jal Nigam, Dehradun The Committee made a careful study of the design criteria sent by the Zonal Chief Engineer (Hills) for Gravity and Pumping schemes for Hills and took into consideration development that have taken place after the issue of previous design criteria and have seen the instructions received from Government of India hence the Design Criteria circulated vide Chief Engineer Project Planning Circulation No. 4625/E-3/Design Criteria dated 3.8.81 for preparation of rural water piped W/S

Sd/-

# (S.N. MATHUR) Chief Engineer (C) U.P. JAL NIGAM, LUCKNOW

# **REVISED DESIGN CRITERIA FOR RURAL WATER SUPPLY SCHEMES**

# 1. DESIGN POPULATION :-

**1.1.** The base year population shall be projected from 1981 census population of the villages and increase in the population from 1981 to the base year shall be taken the same as of respective Tehsil from the year 1971 to 1981. Increase in the population from the base year to during the design period of 15 years shall be taken as 30% of the base year population. In case the 1981 census population of the individual villages is not available then the design population shall be taken as 150% of the 1971 population.

# 2. RATE OF WATER SUPPLY AND WATER DEMAND :-

**2.1.** The maximum rate of water supply shall be 70 lpcd till further instruction.

**2.2.** In case the discharge of surface source is not enough as to provide 70 lpcd supply and there is no other source near by to augument, then the water supply scheme in such case can be executed so as to give the supply of 15 lpcd. Before going in for 15 lpcd supply it may be seen if the per capita supply can be increased by constructing impounding storage is as to conserve the discharge available in winter and rainy season. In case the discharge in the source is not so enough even to supply 15 lpcd and no alternative source or additional source is available in a reasonable distance of 3 Kms. then the permission of the Chief Engineer shall have to be obtained for adopting supply less than 20 lpcd giving full justification.

**2.3.** The raw water demand should be kept 10% above the treated water requirement. In case of multi stage pumping scheme the treated water requirement shall be kept 10% above the actual demand for design population.

# 3. <u>SOURCE :-</u>

**3.1.** <u>SURFACE SOURCE</u> :- The discharge of the surface source shall normally be measured for 3 consecutive years of the driest season and lowest discharge shall be adopted. In case the scheme is to be prepared urgently if 2 years discharge is available 75% of the water lower discharge be adopted and if only one years discharge is available then half of the years driest discharge shall be taken as available discharge.

# 3.2 <u>TUBE WELL SOURCE :-</u>

**3.2.1** The requirement of tube wells shall be worked out to fulfil the demand upto 15 years, taking each tube well to be working for 8 hours. No stand by tube well shall be

provided in A.R.P. scheme, incase of A.R.P. Schemes which only provided for only a single tube well stand by tube well be provided under a separate scheme to be financed under M.N.P. In M.N.P. scheme the stand by tube well be proposed in the scheme itself.

- i. Data regarding discharge and depth in respect of tube wells already existing in the neighbourhood of the proposed water works shall have to be collected and the discharge and other particulars of the proposed tube wells should be based on such data 60% of sand free discharge available at 4.5 metre drawn down should normally be adopted. Wherever possible the Central ground water Board or state Ground Water Organisation must be consulted for pin pointing the position of the tube wells. Specially for those areas where the possibility of good discharge is in doubt or were there is no existing tube wells nearby. Maximum help be taken from the Ground Water Survey Reports.
- ii. Wherever success of tube wells is in doubt, first a pilot bore be sunk and the strata chart should be prepared and sent to the Ground Water Board for advice regarding the suitability of the bore for obtaining potable water.
- iii. The tube well should be harnessed to the requirement of scheme only.
- iv. Fees for construction of tube well should be 15% of the basic cost for supervision and 4% for preparation of project as in the case of other works, irrespective of its construction by departmental agency of through contractors. For T & P closes of tube wells to be constructed departmentally, an estimate shall be got prepared by the Addl. Chief Engineer (Inspection Wing) for all rigs available in the Nigam and an average for each tube well got worked out. This average amount only shall be included as charges for T&P. etc. for each tube well in estimates separately to be constructed by the departmental T & P.

#### 4. <u>PUMPING PLANTS :-</u>

#### a. <u>FOR TUBE WELLS :-</u>

Suitable Electric driven pump shall be provided on the tube well preferably vertical turbine pump where tube well is vertical and column pipe is less than 24m. Instructions regarding standard size of pump will circulated later.

# 4.2 RAW WATER PUMPING PLANT :-

The raw water pumps shall be proposed for low head and as for as possible the head shall not exceed 30 metres.

#### 5. STAGE OF PUMPING FOR MULTISTAGE PUMPING :-

**5.1** In one stage head for pumps shall not exceed 300 meters and number of stages shall be so evenly distributed so that the pump of almost same duty are proposed at each stage as for possible for the ease of the maintenance.

#### 6. <u>PUMPING HOURS :-</u>

#### 6.1 <u>SURFACE SOURCE :-</u>

The economics of the system from raw water intake to storage reservoir at the final stage for 16 hours working shall be worked out keeping in view that either the filters be designed for 24 hours operation with Raw water and clear water storage or the filters are also designed for 16 hours operation with no Raw water or clear water storage. The economical system of the two shall have to be adopted. Any how the minimum capacity of the clear water storage of 2 hours at the treatment works and 1/2 hours storage at each Intermediate pumping station is absolutely essential.

#### 6.2 <u>TUBE WELLS :-</u>

The tube well shall be proposed to work 8 hours at the end of 15 years.

#### 7 <u>NUMBER OF PUMPS :-</u>

#### 7.1 <u>RAW WATER :-</u>

Number of pumps will depend upon the availability and efficiency of the indigenous make pumps available in the market. If efficient full capacity pumps are available then 2 pumps of full capacity should be installed, there by giving 100% stand bye otherwise 3 number of 1/2 capacity pumps should be provided giving 50% stand bye. In both cases spares for required 2 years shall be arranged but in no case spare pump should be provided.

The efficiency and performance should be as per I.S.I. specification. The specified rating should be chosen at which the pump shall have to work for most of the time.

#### 7.2 <u>CLEAR WATER PUMPING PLANTS :-</u>

1/2 capacity pump 3 numbers or 1/3rd capacity 4 numbers shall be provided. The choice will depend upon the availability and efficiency of the pumps. The efficiency and performance should be as per I.S.I. specification. . The specified rating should be chosen at which the pump shall have to work for most of the time.

#### 8 INTAKE WELL :-

Size of the intake well shall be so chosen as to fulfil the minimum distance requirement between pumps as per electricity rules and it shall be able to accommodate switch board, starters etc. space for over hauling or major repairs of the pumps. In no case it shall be less than 4 metres dia. The lay out shall be fitting to the site conditions. The intake shall be located at a safe place above H.F.L. where water is either available throughout the year or through an approach channel and is not subjected to vagarice when the steam is in floods.

#### 9 ECONOMIC SIZE OF RISING MAIN :-

For working out the economic size of rising main 10% rate of interest should be taken into account (till the Jal Nigam prescribes any other rate) irrespective of the interest rates prescribed for any particular scheme.

#### 10 SIZE OF PUMP HOUSE :-

10.1 The size of pump House for tube well as given below may be adopted upto 10BHP pumps 2.4mx3mx3.6m, 12.5 BHP to 40 BHP pumps 3.6mx3mx3.6m. Above 40BHP as per requirement.

**10.2** The size of pump House for clear water pumps shall be so chosen as to accommodate the pumps, switch board, starters and other appurtenance is satisfying the provisions of electricity rules and be fittings to the site conditions with adequate space for over hauling and major repairs of one pump at a time.

#### 11 TREATMENT :-

#### 11.1 GADHERA TAPPING :-

In case of gravity schemes in hills, where the water is being taken from Gadhera, the location of tapping be done in a manner that the length of boulder filled gallery is minimum and water is available throughout the year. The type design of Gadhera tapping to be adopted shall be prepared by the Zonal chief Engineer (hills). No roughening filter shall be provided but slow sand filter using local sand shall be provided as 20 sq. metre per 1000 population. Guide lines for the design of the slow sand filter are being sent separately.

#### 11.2 SPRING SOURCES :-

In case of spring source in hills the boulder filled gallery is not required but one intake chamber of 0.6x0.6metre shall normally provided and the water from this chamber shall be led to the screening chamber whose drawing is attached.

#### 11.3 FOR STREAM AND RIVER WATER :-

The design of treatment plant shall be as per criteria given in the Manual of Water Supply of Govt. of India. The choice of type of filters shall be as under:

- (ii) First choice should be given to slow sand filters.
- (iii) Where slow sand filter is not feasible the next choice should be given to the pressure filters.
- (iv) If the above two are not feasible then the next choice be given to rapid gravity filters.

The feasibility will also depend upon the availability of land, capacities in which pressure filter are available in the market and the economics of each type.

# 12 STORAGE CAPACITY OF RESERVOIR :-

#### 12.1 FOR PLAINS :-

8 hours demand at the end of design period.

# 12.2 <u>FOR HILLS :-</u>

**12.2.1** The minimum storage of clear water at treatment works shall be for 2 hours pumping but at each intermediate of final pumping station shall be1/2 hour pumping. Besides above 8 hours storage at average flow shall be provided at each village with the provision that at no places a storage tank less then 2 kl shall be proposed.

**12.2.2** In case of gravity scheme where the source has a discharge of more than 2.4 times of the required average discharge and if 15mm pipe is sufficient to take the peak discharge (peak factor 2.4) then there is no need of giving any storage reservoir at any village or at any central place. In case the discharge of the source is less than 2.4 times or is equal to the average discharge required for the scheme 1/2 days storage shuld be provided. In case the discharge is 2.4 times the everage discharge required for the scheme then economics of the storage reservoir versus the increase in the cost of pipe line due to its design from the source to the reservoir allowing it at peak flow instead of at average flow to be worked out and the economical system be adopted.

# 13 CHLORINATORS :-

**13.1** Chlorination should be done at the source so as to provide sufficient contact period for the chlorine to react. In case there is more than one source of supply. Separate chlorinators at each source point must be provided as for as possible.

**13.2** Differential pressure feed type chlorinators should be provided in case of tube well source for 15 years requirement as these can be added or replaced after 15 years as the case may be.

For deciding the capacity of the chlorinators total daily requirement of chlorine should be estimated on the basis of the daily average consumption during summers. The peak and the minimum rate requirements should be taken into consideration. All chlorinators shall have range of ten times between the maximum and the minimum does that they can administer.

Normal chlorine dose required to disinfect water is not to exceed 2 PPM as for minimum capacity the chlorinator should be able to give a dose of 0.5 PPM so that 0.2 PPM is available as residual chlorine. In case pre chlorination of surface water is considered necessary, chlorinator of suitable capacity may be proposed at a suitable point.

#### 14 **DISTRIBUTION SYSTEM :-**

**14.1** The location of stand posts in each individual village shall be identified and the distribution shall be so proposed as to give minimum head of 3 metres at each stand post (at peak time). The minimum size of the distribution main shall normally be 15 mm (I.D) but on the branch line leading to a stand post, the pressure should be reduced by choosing a ferrule and insertion of Check tubes so that the terminal pressure at the stand post remains almost the same at the first and the last a stand post.

**14.2** A minimum of one stand post shall be provided for the weaker section residing in the village. Each Hamlet should have at least one stand post. The number of stand posts shall generally be one for each 300 design population of the agglomeration. But in the case of scattered population in the Hills where the houses may be at different elevations the stand posts should be located in such numbers that no persons is required to negotiate a vertical height of 70 metres up or down.

**14.3** Suitable provision for disposal of waste water from the stand posts shall be made in the scheme so that no waste water collects and creates nuisance in the vicinity of any stand post.

#### 15 <u>APPURTENANCES :-</u>

#### 15.1 FIRE HYDRANTS :-

Only in plain area these should be provided, there should be provided one in each revenue village having design population of more than 200 provided the minimum size of distribution main as per design is not less than 110mm O.D and village is approachable by a road fit for movement of fire brigade vehicle.

#### 15.2 <u>AIR VALVES :-</u>

These shall be provided at all summits in the pipe lines and other suitable places.

### 15.3 SCOUR VALVES :-

They shall be provided at low points in such a way that the entire distribution system could be washed and water drained out without causing any nuisance.

# 15.4 <u>SLUICE VALVES :-</u>

They shall be suitably provided to control flow and to isolate suitable sections of distribution system. On mains larger than 300 mm dia the size of sluice valves shall be 2/3rd of the dia of pipe line.

#### 15.5 <u>REFLUX VALVES :-</u>

These shall be provided on the delivery side of the pump and at other suitable points. In case of mains of more than 30 mm dia. They shall be of 2/3rd dia of the main.

#### 16 **STAFF QUARTERS :-**

**16.1** Provision for the residential quarters for only one operator and one chowkidar for each pumping station should be made as per approved type design.

**16.2** For surface water supply schemes in plains in addition to the residential quarters for operator and chowkidar as given above the accommodation for residential quarter for a water works engineer should also be provided conforming to the standards for Junior Engineer and in the case of 4 to 5 schemes for groups of villages, one staff quarter for A.E. should be provided.

# 17 DEVELOPMENT OF WATER WORKS SITE :-

**17.1** Barbed wire fencing as per type design be provided around the water works compound.

17.2 Proper drainage of water works compound should be ensured.

**17.3** The length of the proposed roads inside the compound should be minimum. However, access to the pump house, chlorinating plant or O.H. Tank should not pose a problem in rainy season.

**17.4** The compound gate should be 3.6 metre wide. A separate 1.2m wide wicket gate may also be provided as an approach for the staff quarters.

**17.5** For a tube well scheme 2500 Sq. metres area for the water works may normally be sufficient. In case more than one tube well is proposed in the scheme then land for other tube wells should be arranged separately at the rate of about 400 sq. metres per tube well at suitable sites.

# 18 <u>DESIGN FORMULA FOR FLOW IN CONDUITS AND COEFFICIENT OF</u> <u>ROUGHNESS :-</u>

**18.1** Hazen & Williams formula for pressure conduits and Manning's formula for gravity flow conduits are to be adopted.

The following values of coefficient of 'C' in Hazen & William's formula be adopted.

| Conduit material                   | Recommended Values for design purposes |
|------------------------------------|--|
| a) Cast Iron                       | 100                                    |
| b) Galvanised Iron                 | 100                                    |
| c) Steel pipes with riveted joints | 95                                     |
| d) Steel pipes with welded joints  | 100                                    |
| e) Concrete pipes                  | 110                                    |
| f) Asbestes Cement pipes           | 120                                    |
| g) P.V.C. pipes                    | 120                                    |

#### **18.2 PEAK FACTOR :-**

Peak factor of 2.4 is to be provided.

# **18.3 <u>TERMINAL PRESSURE :-</u>**

The terminal pressure shall be kept as 6 metres but reduced to 3 metres at Stand posts.

# 19 INFLATION :-

**19.1** Inflation factor for water supply and sewerage schemes has already been decided as 10% which has been circulated vide ACE (PPRD) Circulation No. 1743/PPRD-Circulary dated 1.11.1983.

# 20 <u>GENERAL :-</u>

**20.1** Where the feeder main passes through a low lying village a separate main should be provided for the demand in the low lying region with adequate pressure reducing and control devices, so that the villages further beyond this low lying village are able to get water at adequate pressure and in adequate only one tapping from the feeder main shall be made for each village and if necessary distribution mains of suitable sizes shall be laid within the village.

**20.2** Provision of contingencies at @ 5% shall be included in A.R.P. scheme and 3% in M.N.P. Schemes.

**20.3** Provision for work charged establishment shall be made 3% in case of A.R.P. Scheme and 2% in case of M.N.P. Schemes. The details of work charged staff along with period of employment shall also be specified in the annexure which shall be attached with the scheme.

# dk 14; vfrfj Dred; vffk trk kihihvlj Mikanitj Ánskty fuxej y [kuÅA

क्रमांक 3001 / पी पी आर डी–डिजायन क्राइटेरिया / 30 दिनाकः 19.6.79

## @dk #; &Kli@

प्रबन्ध निदेषक, उत्तर प्रदेष जल निगम, लखनऊ के कार्यालय ज्ञाप संख्या 2412/ पी पी आर डी–डिजायन क्राइटेरिया/22 दिनाकः 4.5.79 के अनुसार अगले आदेषों के प्राप्त होने तक ग्रामीण पेयजल योजनाओं का विरचन पुराने डिजायन क्राइटेरिया के अनुसार किया जाना हैं। इस संबंध में निवेदन हैं कि पहले विभाग द्वारा एक डिजायन क्राइटेरिया की पुस्तिका तैयार की गई थी। यद्यपि इसे विभागीय मंडलीय/षाखा कार्यालयों में वितरित नहीं किया जा सका था किन्तु समस्त जल सम्पूर्ति एंव जलोत्सारण योजनाओं का विरचन एंव अनुमोदन उक्त पुस्तिका के आधार पर किया जाता रहा है। अतः उक्त पुस्तिका की एक प्रति इस आषय से संलग्न की जा रही है कि सीवरेज एंव ग्रामीण पेयजल योजनाओं का विरचन अगले निर्देषों तक इसी पुस्तिका के आधार पर

विष्व बैंक एंव डच क्रेटिड प्रोग्राम की योजनाओं पर वर्तमान में पुराना डिजायन क्राइटेरिया ही अपनाया जा रहा हैं एंव इस प्रकार की योजनाओं को तैयार करने के लिये जारी किये गये निर्देषों को भी एतद् द्वारा अनुलग्नक–1 के रुप में संलग्न किया जा रहा हैं।

उक्त पुस्तिका के तैयार होने के पष्चात् समय– समय पर जो परिवर्तन प्रस्तारित किये गये अथवा आदेष पारित किये गये उनमें से मुख्य–मुख्य निर्णयों/आदेषों को अनुलग्नकों में संलग्न किया जा रहा हैं। योजनाओं का विरचन करते समय उक्त आदेषों को भी ध्यान में रखा जायें

> ह०/= (श्री० प्रकाष गुप्त) अतिरिक्त मुख्य अभियन्ता, (पी पी आर डी)

पृ०सं० 3001 / पी पी आर डी–डिजा० क्राई० / 30 दिनाकः 19.6.79

- 1- प्रतिलिपि इस जोन समस्त अधीक्षण अभियन्ताओं / अधिषासी अभियन्ताओं को संलग्न की एक प्रति सहित सूचनार्थ एंव आवष्यक कार्यवाही हेत् प्रेषितः
- 2– प्रतिलिपि संलग्न की एक–एक प्रति सहित क्षेत्रिय मुख्य अभियन्ता, पूर्व / पष्चिम / पर्वतीय, उ०प्र० जल निगम, लखनऊ, देहरादून को सूचनार्थ प्रेषित।
- 3– प्रतिलिपि संलग्न की प्रति सहित महाप्रबन्धक, उ०प्र० जल निगम, लखनऊ, को सूचनार्थ प्रेषित।

#### **DESIGN CRITERIA FOR SEWERAGE SCHEMES:**

The Sewerage schemes are being designed either on the basis of separate system without making any provision for storm water or on the basis of a system which will also account for the storm water.

#### 1. <u>DESIGN PERIOD</u>:-

The schemes are to be designed for a period of 30 years after accounting for a period of 2 to 3 years depending upon the time required in making funds available for the execution of works.

#### 2. <u>POPULATION</u>:-

The ultimate design population of the town is forecasted based on the past census records by the following universal methods.

- 1. Arithematical Increase Method.
- 2. Geometrical Increase Method.
- 3. Incremental Increase Method.
- 4. Decrease in percentage Increase Method.
- 5. Graphical Method
  - (a) On ordinary graph
  - (b) On semilog graph
- 6. Comparative Method
- 7. Population forecast as per death, birth and migration rate.

Based on the above methods and also after giving due consideration to the possibilities of development of a particular area and to that of densities in the various sectors of the town, a reasonable figure for the ultimate design population is reached. Much of the success of the sewerage as well as water supply scheme depends upon this forecast.

The total population is distributed all over the town. There is no mathematical approach to this problem and the Engineer has to use his discretion based on his experience the type of the town and nature and habits of the inhabitants.

#### 3. <u>DESIGN OF SEWERS :-</u>

#### 3.1. INTERCEPTION FACTOR :-

As per present practice it is assumed that 75% of the Oritical average daily water supply will find its way into the sewers.

#### 3.2. PEAK FACTOR :-

The ratios between peak and average quantity of the flow passing through the sewers are taken as 3 for population less than 50,000 and 2.5 for population more than 50,000 and less than 2 lacs, Two for population more than 2 lacs and less than 8 lacs and 1.50 for population more than 8 lacs. The value of peak factor depends upon the contributory population at that point and not upon the total design population on that point.

#### 3.3. <u>DEPTH OF FLOW IN SEWERS</u> :-

During ultimate peak flow, sewers from 150mm dia to 400mm dia shall not be allowed to run more than half full, 450mm dia to 900mm. dia to run more than 2/3 rd full and 1000mm dia and above to run more than 3/4th full. Sewers of less than 150 mm dia are not provided.

#### 3.4. <u>VELOCITY OF FLOW IN SEWERS</u> :-

Velocity of flow in sewers at peak flow during dry weather for the ultimate condition has been taken as 0.75 metre per second subject to the condition that the velocity shall not be less than 0.60 metre per second for present peak flow otherwise flushing is to be done. Maximum velocity in the sewers shall not be allowed to exceed 2.4 metres per second.

# 3.5. <u>TYPE OF SEWERS</u> :-

R.C.C. Non pressure spun pipes of 150mm dia and above are used as sewers. For bigger sizes dia brick sewers are used depending upon the local conditions.

#### 3.6. <u>ROUGHNESS COEFFICIENT</u> :-

Mannings formula with roughness coefficient as given below is used for designing sewers.

N=0.015 for pipes below 600mm dia.

N=0.013 for pipes 600mm dia and above.

# 3.7. INFILTRATION :-

Where the sewer are provided to be laid in sub soil water the rate of infiltration is taken as 5500 litres per cm. diameter per kilo metre length of sewers.

## 3.8. MODE OF LAYING :-

Sewers should be designed to lay with crown meeting crown and necessary drop to be provided accordingly however it should be ascertained that the flow line for the sewers at the meeting point is such that back flow does not occur in any of them. Sewers as far as possible should be laid one metre below ground level. In case laying of sewers at depths less than one metre is necessary proper concrete covering be provided to avoid any damage to the sewer, also it should be ensured that houses near about it could be tapped into it.

#### 3.9. <u>FLUSHING</u>:-

At places where it may not be possible to flush the sewer by the help of mobile flushing van in narrow lanes and the sewer does not develop self cleansing velocity flushing tanks should be provided at the head of sewers. In such cases the capacity of flushing tanks should be worked out in accordance with para 4.2 of 4111 (Part II) – 1967.

#### 4. <u>SEWERS APPURTENANT WORKS :-</u>

#### 4.1 <u>MANHOLES :-</u>

Various types of manholes are to be provided to facilitate cleaning and inspection of sewer depending upon the depths of sewer. Following table given the type and sizes of various manholes to be employed for different diameters of sewers and for different depths.

| Type of manboles | Diameter of sewer | Sizes of manholes         | Depth of      |
|------------------|-------------------|---------------------------|---------------|
| Slab type        | 150 mm dia to     | 1.0 x 1.2 m               | Upto 3 Meters |
|                  | 500 mm dia        |                           |               |
|                  | 600 mm dia to     | 1.25 x 1.5 m              |               |
|                  | 900 mm dia        |                           |               |
| Arch type        | 150 mm dia to     | 1.0 x 1.5 m               | Upto 3 Meters |
|                  | 500 mm dia        |                           |               |
|                  | 600 mm dia        | 1.25 x 1.5 m              |               |
| Scraper type     | Above 900 mm dia  | Manhole top clear opening |               |
|                  |                   | 1.2 x 0.9 m               |               |

Spacing of the manholes should be as per I.S. code 4111-1967 i.e. upto 300 mm dia 45 meter spacing. 301 to 500 mm dia 75 meter spacing, 501 to 900 mm dia 90 meter and beyond 900 mm dia spacing should be adopted according to local conditions. Beside this manholes are also provided at the point of junction of sewers, change in gradient, change in direction, change in size of sewers and at place of drops etc.

#### 4.2 HOUSE CONNECTION AND SEWER CONNECTING CHAMBERS :-

Where the sewers run through inhabited areas, intermediate shaft of 0.6 m x 0.6 m between the manholes be provided to provide points of house connections in addition to manholes. The exact location of chambers has to be judiciously selected by

the executing authorities so that points of house connection are available at distance not generally exceeding 10 meters. For sewers 600 mm dia and above the sewer connecting shaft as per type design be not provided since the size of opening is 0.60 m x 0.60 m and sewer can not be accommodated into it.

## 4.3 VENTILATING COLUMNS :-

Minimum spacing for ventilating columns is kept as 300 metre.

# 5. EXCAVATION OF TRENCHES AND TIMBERING :-

No timbering is proposed in those places where depth of the sewers is less than 1.49m. Trenches more than 1.5m deep but less than 3m deep are provided with open timbering and those more than 3m deep are provided with close timbering. This specification is only tentative execution authorities shall have to use their own discretion regarding the type of timbering to be provided after giving due consideration to the local conditions and nature of the soil met with.

# 6. <u>PUMP HOUSE AND PUMPING PLANT :-</u>

**6.1.** Pumping station site should be above the highest recorded flood level but when construction on ground liable to flood is unavoidable it should be so designed that motors are well above the highest recorded flood level and above the coping to wet well or suction chamber.

**6.2.** Dry well floor should be sloped to a small sump with adequate arrangement for dewatering. The bottom slope of the wet well should be such as to permit the sludge to gravitate to pump suction.

**6.3.** At pumping stations where the average sewage received per day is more than 2 million gallons a mechanical screen is provided along with a manually cleaned screen. In such cases a mechanical grit removing arrangement be also provided.

**6.4.** Where a combined sump cum pump house is provided well is with internal diameter more than 10 metres will not be economical and may be difficult to sink. As such alternative of providing separate well and pump house well be looked into in the lower case separate suctions be provided for each type pump.

**6.5.** The pump house should have enough space to locate conveniently and neatly the various pumps, valves and fittings etc.

Recommendation as per clause No. 7, 5, 2 of I.S. 4111 part IV-1968 followed.

**6.6.** Pumping plants should be provided as follows:

- (a) 3 pumps each to deal with half peak dia discharge (this gives 50% stand bye)
- (b) 2 pumps each to deal with non peak discharge (this gives 85% stand bye)
- (c) Similar pumps shall be provided for treated sewage also.

# 7. RISING MAIN :-

Design of the rising main be worked out on the following considerations :-

7.1. As per I.S. specification when minimum capacity pumps are working the velocity should not be less than the 0.30mt/sec.

7.2. Also when max. capacity pump or pumps are working the velocity should not be more than 1.8m/sec. for R.C.C pipes preferably a velocity of 0.8 to 1.2 metre/sec. with any rate of pumping provided.

7.3. Total head in the above two cases should not very much.

7.4. Comparative economics of laying single main instead of two mains initially and another after 15 years or of laying both the mains together be worked out.

7.5. The velocity and head losses in the rising main should be worked out on the actual discharge pumped into the mains and not on peak average and peak discharge values.

7.6. Only C.I pipes shall be used for rising mains.

7.7. when ever an overflow sewer at pumping station is provided storm water sewage pumps should be designed to pump upto the overflow sewer only and not upto the sewage farm. As far as possible an overflow sewer be provided in the sump of the pump houses such that incase of power failure the sewage can overflow to the natural drain.

7.8. Hatch boxes should be provided on rising main at lower point where a suitable means is available for the disposal of the drain.

# 8. <u>SEWAGE TREATMENT WORKS :-</u>

#### 8.1. <u>GRIT CHAMBERS :-</u>

**8.1.1.** <u>GENERAL</u> :- Grit chambers shall be provided in all sewage treatment plants and they shall be located a head of pumps. Grit chambers serves:-

- (a) To protect moving parts in sewage treatment plant from abnormal wear and tear.
- (b) To reduce clogging in pipes and channels and
- (c) To reduce the frequency of clearing digesters and settling tanks.

# 8.1.2. <u>TYPE AND NUMBER OF UNITS</u> :-

**8.1.2.1** Grit chambers for plants treating waste from combined sewers should have at least two hand cleaned units or a mechanically cleaned unit with by pass. All sewage treatment plants receiving more than 5 mgd (1000 cu.m/hr) of sewage shall be provided with mechanically operated grit removing equipment.

**8.1.2.2.** Where a mechanically operated grit removing device is used the plant shall be provided with suitable by pass arrangements. Non mechanical grit removal devices shall always be provided in duplicate.

# 8.1.3. <u>DESIGN REQUIREMENTS</u> :-

**8.1.3.1.** Inlets should be designed for minimum inlet turbalace. All grit chambers should have drains. Adequate free board be provided. Grit chambers as located in pits should have facalities for lifting grit to ground level and should have access by stairway, adequate ventilation and lighting.

**8.1.3.2.** Grit chambers shall be designed for maximum daily flow of sewage. Channel should be designed for velocities as close to 0.15 to 0.3 metres/sec (0.5 to 1 ft/sec) the average value being 0.23 metres/sec (0.75 ft/sec) in the absence of any expect mental data. The flow velocity should be fixed in such way that a large percentage of grit particles settling down do not get resuspended in the channel.

**8.1.3.3.** Grit removal devices shall be designed taking into account the effect of temperature of sewage and shall be designed to remove grit under average winter conditions.

**8.1.3.4.** The particle size of grit and specific gravity shall be determined as far as possible be-fore designing the grit chamber. In absence of any observed data the grit chamber shall be designed for the removal of 0.15mm size particles and having a specific gravity of 2.65 (a study of grit found in sewage from the municipal corporation of Delhi by CPHERI indicated the necessity of designing grit chambers for 100 percent removal of 0.10mm size particles with 3.40 specific gravity and maintaining a flow velocity of 15cm/sec.

**8.1.3.5.** The area of the grit chamber shall be fixed based on an over flow rate of 2200gpd/sq.ft (1078 cum/day/sq.m) when substantial removal of particles of size 0.15mm and specific gravity 2.65 is involved. It is desirable that the over flow may however be fixed for grit of specific particle size and specific gravity based on actual observation.

**8.1.3.6.** It is essential that a constant velocity is maintained in the grit channel. Out let control device like proportional flow wier or par-shall flume etc. should be suitably designed.

**8.1.3.7.** The detention period is usually between 20 to 60 seconds.

# 8.1.4. GRIT WASHING :-

**8.1.4.1.** Mechanically cleaned grit chambers should preferably be provided with grit washing devices for the separation of organic material from the inorganic grit. Arrangements should be made to return the organic matter back into the treatment plant. The grit washing shall be done immediately after grit collection and the wash returned.

# 8.1.5. GRIT DISPOSAL :-

**8.1.5.1.** Adequate arrangements shall be made for proper disposal of grit. The quantity of grit may be taken as 5 to 10 cft/mgd in absence of data. The ultimate method of disposal of grit for any particular plant will depend upon the amount of grit, character of grit and availability of disposal site. In general unless grit is washed provision must be its burial. It is preferable if grit is washed it can then be disposed of by land fill.

# 8.2. <u>SCREENING DEVICES :-</u>

**8.2.1.** <u>GENERAL</u> :- Coarse bar screens shall be used in all sewage treatment plants for the protection of pumps and when appurtenances.

Mechanically cleaned grit chambers shall always be proveded by bar screens where mechanically operated screens are used auxiliary hand cleaned screens shall also be provided. The use of fine screens in lieu of primary treatment is not recommended.

Hand cleaned screens located in deep pits shall be provided with stair way access, adequate lighting and ventilation convenient and adequate arrangements for removing screenings shall also be made.

**8.2.2. EQUIPMENT :**- Wherever the quantity of sewage exceeds 1000 cum/hr (Approximately 5 mgd) the plant shall be provided with mechanically cleaned bar screens. All such bar screens shall be proceeds by a coarse bar rack which is manually cleaned.

# 8.2.3. <u>CLEAR OPENING :-</u>

- **8.2.3.1.** In the case of barracks the clear opening between bars shall be in the range of 50mm to 150mm (2" to 6")
- **8.2.3.2.** In the case of manually cleaned bar screens the clear opening between bars shall be between 25mm to 50mm (1 inch to 2 inches).
- **8.2.3.3.** In the case of mechanically cleaned bar screens the clear opening between bars shall be between 15mm to 25mm.
- **8.2.3.4.** The bar shall not be less than 15mm thick and 50mm in depth.

# 8.2.4.0 LOSS OF HEAD :-

**8.2.4.1.** The following formula may be used to calculate the head loss through the screen  $\frac{1}{2}$ 

|       | $H = \frac{V^2 - v^2}{2g} x \frac{1}{0.70}$           |
|-------|---|
| Where | H= Headloss in ft.                                    |
|       | V= Velocity above the screen in ft/sec                |
|       | v = Velocity through screen in ft/sec                 |
| And   | g = Acceleration due to gravity (32.2 ft. per second) |

# 8.2.5.0 <u>VELOCITY :-</u>

- **8.2.5.1** The channels in which the screening devices are to be installed should be designed to provide a velocity of 0.3 mtr per second (1 ft/second) at average design flow.
- **8.2.5.2** The effective area of opening of screen should be such as to produce a maximum velocity of 0.9 metres per second (3ft/second)
- **8.2.5.3** The net submerged area of screen should be 200 per mt. of the area of approach sewer for separate sewers and 300 ft. for combined sewers.

# 8.2.6.0 <u>SLOPS :-</u>

**8.2.6.1** The bar racks shall be installed at an inclination not exceeding  $60^0$  to the horizontal to facilitate cleaning.

**8.2.6.2** Manually cleaned bar screens shall be installed at an inclination between 30 and 45 to the horizontal to permit convenient hand raking of the screenings.

8.2.6.3 Mechanically cleaned bar screens shall be installed at an inclination between60 and 90 with the horizontal.

1. The above criteria regarding inclination of screen shall be applicable only in the case of straight bars.

# 1. <u>INVERT LEVEL :-</u>

- 2. The screen channel invert level shall be 75mm to 150mm (3" to 6") below the invert level of the incoming sewer.
- 3. The channels preceding and following the screen shall be shaped to eliminate standing and settling of solids.

#### 8.2.8.0 <u>SAFETY DEVICES :-</u>

- **8.2.8.1** All mechanical units which are operated by timing devices shall be provided with auxiliary controls which will set the cleaning mechanism in operating at predetermined high water marks.
- **8.2.8.2** Whenever a mechanically cleaned bar screen is used an auxiliary unit either mechanically operated or manually operated shall be provided with suitable arrangements for diversion of flow.
- **8.2.8.3** Electrical fixtures and controls in enclose places where gas may accumulate should comply with exiting standards to avoid hazardous conditions.

#### 8.2.9.0 DISPOSAL OF SCREENINGS :-

**8.2.9.1** It is recommended that the screenings may be disposed of by trenching. The quantity may vary between 3 to 7cft/ million Gallons/day of sewage.

#### 8.3.0 OXIDATION PONDS :-

#### 8.3.1 <u>PONDS LOADING</u> :-

Organic loading of waste stablishation ponds depends upon several factors such as temperature nature of sewage latitude etc. In India, climatic conditions vary considerably over the year and organic loadings of 175 to 300kg/ha/day have been adopted with generally satisfactory results.

| Latitute Ponds loading of BOD k |   | oading of BOD kg/ha/day |
|---------------------------------|---|-------------------------|
| 32                              | - | 175                     |
| 28                              | - | 200                     |
| 24                              | - | 225                     |
| 20                              | - | 250                     |
| 16                              | - | 275                     |
| 12                              | - | 300                     |

**8.3.2** For domestic sewage adoption of depth of 1 to 1.5m and surface area based on the organic loading given in part. will give sufficient detention time (minimum 6 days) for the removal of 80 to 90 percent BOD at the average winter temperatures. However, in case of ponds located at very low temperatures at high altitudes detention period may have to be increased taking into account the decrease in the rate of biological activity. At the lower temperatures the detention period may be increased either by increase in depth (upto 1.5m) or by increasing the surface area of the ponds.

**8.3.3** Ponds smaller than 0.5 ha may be single units and larger ponds may be in multiple units working in parallel or series. This arrangement is advantageous in case of repairs and maintenance and other unforeseen circumstances. Ponds in series have functioned more satisfactorily and are usually recommended for larger installations. To avoid an aerobic conditions in the primary pond its area may be 65 to 70 percent of the total area.

#### 8.3.4 <u>POND SHAPE :-</u>

It is not necessary that the pond should be of any particular shape. It may be round rectangular, square or polygonal and should be rounded of at the corners to minimize accumulation of floating materials and creation of dead pockets.

**8.3.5.** No pond should preferably be located less than 200m from residential colonies.

**8.3.6** Trees should be removed within a distance of 30m from the water's edge.

**8.3.7.** In homogeneous soils no well should be within a distance of 15m from the pond and should preferably be 50m away from the pond.

**8.3.8** If practicable ponds should be so located that local prevailing winds will be in the direction of uninhabited areas. Orientation of ponds should be preferably such that the largest diamensions are at right angles to the local prevailing winds to avoid short circuiting of the flow.

**8.3.9** The minimum embankment top width should be 1.5m. In case success to vehicles is desired for maintenance purposes the minimum width should be 3m.

**8.3.10** (i) 2 to 2.5 horizontal to 1 vertical for unprotected earthen embankments.

- (ii) 1.5 horizontal to 1 vertical for pitched lined embankments.
- (iii) In case of sandy and unstable soils flatter slopes may be used.

**8.3.11.** Free board shall not be less than 0.6m.

**8.3.12.** In unpitched slopes rip rap lining of flag stone plain concreate or any other suitable material upto 30m above and 30 m below the water line is recommended to check errosion due to wave action and also to avoid mosquito nuisance and grass growth at the water edge.

**8.3.13.** The soil Nomination for the bottom should be relatively impervious to avoid percolation and it shall be as level as possible at all points.

**8.3.14.** The inlet chambers of suitable size shall accomodate coarse screens and flow measuring weirs. The level of the inlet pipe at the inlet chamber shall be kept at least 30 cm above the operational level of the pond to ensure free fall.

**8.3.15.** Directly below the inlet pipe a concrete or masonry splash pad may be provided to prevent erosion such a pad is made of about 1.2m x 1.2m. size or twice dia of inlet pipe whichever is larger.

**8.3.16.** Inlet pipe should discharge at 1/3 the length for ponds but not more than 15m for small ponds and not more than 20m for large ponds.

**8.3.17.** Two or more inlets should be provided wherever possible except for very small ponds to ensure uniform distribution of the sewage.

**8.3.18.** The outlet may be in the form of pipe or a suitable length of weir in either case it is very desirable to provide baffle projecting 15 to 30 cm above water level and extending about 25 cm into the pond.

**8.3.19.** An all weather access rod should be provide to the pond.

**8.3.20.** Proper arrangements should be made to divering the surface run off away from the pond.

**8.3.21.** Economics and feasibility of locating the oxidation ponds at higher elevation such that the effluent may gravitate direction to the sewage channel without resorting to pumping be inverted. Pumps for pumping effluent from the oxidation pond to the sewage farm channel be designed for average flow only.

**8.3.22.** Where the total quantity of sewage is more than 2 million gallons/day mechanical arrangements for removal of grit be provided with a channel cleaning unit as stand by.

**8.3.23.** In towns having population more than 50,000 and where cost of land is very high and the land is not easily obtainable comparative economics of providing primary treatment viz. the grit chamber primary clearifier and sludge in place of oxidation ponds be worked out.

# 9. <u>SEWAGE FARM :-</u>

- **9.1.** 100% dilution of the sewage be provided.
- **9.2.** The sewage farm loading should not exceed 55 kilolitres/hectare/day. Generally it is taken as 27.5 kilolitres/hectare/day.
- **9.3.** comparative economics of providing sewage farm channel with earthen embankment and with R.C.C pipes or channel on pillars be worked out.
- **9.4.** Sewage farm as far as possible should not be locate on the east or west side of the town and be about 3 km away from the inhabitation.

# <u>UTTAR PRADESH JAL NIGAM, 6 RANA PRATAP MARG, LUCKNOW –</u>

226001

No. 1069/PPRD Design Criteria/24

Dated: 24 April 1978

## **OFFICE ORDER**

The "Design Criteria for water supply Schemes" has since been updated and revised by the Design Criteria Committee of the Nigam. A copy of this revised design criteria is enclosed herewith with instructions that it should be strictly followed in all Water Supply Schemes which are under preparation and those which are to be framed in future.

Sd/-

# (**K.N. DWIVEDI**) MANAGING DIRECTOR

Endt No. 1069/PPRD-Design Criteria/24 of dated -

Copy to :-

1. The General Managers, U.P. Jal NIgam, Lucknow/Dehradun.

2. The Zonal Chief Engineers (East)/(West/Hills) U.P. Jal Nigam, Lucknow/Dehradun.

**3.** The Additional Chief Engineers (PPRD/(Appraisal) U.P. Jal Nigam, Lucknow.

4. All Superintending Engineers, U.P. Jal Nigam.

5. All Executive Engineers, U.P. Jal Nigam.

6. The Superintending Engineer (R & D) U.P. Jal Nigam, Lucknow.

7. Material Manager, U.P. Jal Nigam, Lucknow.

Sd/-

(S.K. SHARMA) Secretary (Administration) U.P. Jal Nigam, Lucknow

# U.P. JAL NIGAM

# **INSTRUCTIONS FOR PREPARATION OF WATER SUPPLY PROJECTS**

# A. <u>DESIGN CRITERIA :-</u>

# 1.0. DESIGN POPULATION :-

- **1.1** <u>**URBAN**</u>:- The ultimate design population to be served is to be estimated on the basis of past census records, adopting the following universal methods:-
  - (i) Arithmetical Increase Method.
  - (ii) Geometrical Increase Method.
  - (iii) Incremental Increase Method.
  - (iv) Decrease in percentage Increase Method.
  - (v) Graphical Methods:-
    - (a) An ordinary graph.
    - (b) A semi-log graph.
  - (vi) Comparative method.
- **1.1.1.** A judgement based on the factors governing the future growth and development of the city in the Industrial commercial Educational social Religious and Administrative spheres would help in selecting, out of the above said methods, the most suitable method of indicating the probable trend of the population growth in the area of the project, special factors causing sudden immigration in flux of population should also be accounted for to the extent possible.
- **1.1.2.** In certain towns such as (a) hill stations (b) religious places (c) Tourist centres etc. a large number of people come to stay permanently for varying periods of time requiring supply of water on a more permanent basis as compared to usual provision of water supply to floating population. In such towns this type of population should also be considered as part of town population to work out the total population for which the water supply will have to be developed. Over and above this population provision for floating population could also be made if the situation so variants.

For working out such population, as distinct from floating population records of the Mela committee or the Municipal Committee should be referred to.

**1.1.3.** The computation of density and distribution of over all ultimate population (arrived at as above) with in the several areas, zones or districts of the

city, is then to be made with a discerning judgement, on the relative possibilities of expansion within each zone or district, according to its nature of development and based on existing and contemplated town planning regulations. Wherever the Master plan prepared by the Town & village planning Deptt. Is available, the design population computed as above should not be less then the figures adopted in the Master plan.

**1.2. <u>RURAL :-</u>** For estimation of rural population, instead of the existing criteria of increasing the present population by 50% the same procedure as mentioned under para 1.1 above is to be adopted.

# 2.0 **DISTRIBUTION OF POPULATION :-**

- 2.1. Where the Master plan prepared by the Town & Village planning Deptt. exists, the provisions made therein should be followed subject to considerations noted below:-
- **2.1.1** For residential areas the design population should be worked out at the rate of the maximum density proposed by the town and country planning Department. In any town if the present density in any particular ward is higher than the density proposed for the town in the Master plan the future density may be worked out with some nominal increase over the present density as defined in para 2.1.3. The manner in which this increase in population should be accounted for as indicated in para 2.1.4.
- **2.1.2** For non residential areas the design population should be worked out at the rate of present density as defined in para 2.1.3 plus the nominal increase as indicated in para 2.1.4.

#### 2.1.3. EXISTING POPULATION AND THE PRESENT DENSITY :-

The approximate present built up areas of each ward should be calculated by subtracting the open areas which are not habited at present out of the gross area of the ward. The population should be adopted from the latest census figures. The population divided by the present built up area gives the present density in the census year. It is to be noted that in doing so built up area as it stamds today has been assumed to be the same as in the last census and thus the present density being worked out may be a bit less than that reported in that census year. To over come this lacuna within practical limit, while subtracting "Open area" colonies (and not stray houses) sprung up since the last census may be treated as "open areas".

#### 2.1.4 NOMINAL INCREASE :-

In those wards where the "present Density" is more than the maximum density proposed in the Master plan a nominal increase should be applied to work out the design population as per the following procedure.

| Present density of Habited area<br>as per last census | Proposed increase in the<br>entire design period |
|---|--|
| Up to 250 persons per hect.                           | 20%  |
| 250 to 500 persons per hect.                          | 15%  |
| 500 to 750 persons per hect.                          | 10%  |
| 750 to above persons per hect.                        | 5%   |

The above procedure shall also apply the non residential areas.

- **2.2** Where the Development Master plan does not exist the ward-wise population as may be available, preferably in census office or in the local Body office should be collected and carefully studied. The future population, density and area of town may then be decided in consultation with the Superintending Engineer, who may also consult the town and country planning Department.
- 2.3 In case of rural areas Executive Engineers may decide regarding distribution of population in consultation with the district authorities and Town & Country Planning Department.

# 3.0 <u>DESIGN PERIOD:-</u>

The design period for various components of the water supply system may be adopted as given below.

# 3.1.1 <u>SOURCE DEVELOPMENT :-</u>

# <u>TUBE WELLS :-</u>

The design period for tube wells shall be thirty years. However for the specific provision of cost of the same shall be made only for the requirement of 15 years from the date of commissioning on the basis of that each T.W. will be working for 16 hours/day. No stand by tube well shall be provided, but for each town or each zone in case of multi zoned town as the case may be it shall be ensured such that if the T.W giving maximum discharge is out of order, the

remaining T.Ws should be able to meet the present demand by working for 24 hours a day. The minimum no of tube wells shall be two.

# 3.1.2 <u>WATER SUPPLY FROM RIVER GADHERA AND IMPOUNDING</u> <u>RESERVOIRS :-</u>

All the civil intake structures should be designed and provided for thirty years.

#### 3.2 <u>RISING MAINS</u>:-

The rising mains should normally be designed for fifteen years in case of T.W. schemes but the design period in case of surface source schemes be normally kept 30 years

provided availability of adequate supply of water from the source is ensured. In case of other schemes it could be increased to thirty years if the topography poses restraints such as laying mains in narrow lanes or Bazar area, or in situations where duplicating them later on may not either be feasible or economical.

#### 3.3 <u>TREATMENT UNITS</u>:-

The design of treatment plant shall be with a view to provide units which could be duplicated or triplicate later on. The land for all the treatment units for the design period of thirty years shall be acquired, but the construction of treatment units required for the first fifteen years would be carried out and provided for in the first instance. However in case where the next 15 years demand does not require addition of full fledge independent units of filter house but instead only a few beds are to be added, the building for housing all the filter beds could be provided right at the start.

#### 3.4 MAINS WITHIN TREATMENT UNITS :-

Planning inside the water works compound should be for the requirement of 30 years and connecting main be so laid that future extensions after 15 years design period are possible without any difficulty.

- **3.5. SERVICE RESERVOIR** :- These shall be designed and provided for fifteen years requirement.
- **3.6. RAW AND CLEAR WATER PUMPING STATIONS** :- The civil structures should be designed for thirty years.

# 3.7 <u>PUMPING PLANTS :-</u>

#### 3.7.1 RAW WATER PUMPING PLANTS :-

The pumping plants be provided for fifteen years requirement. The pumping plants need change owing to their limited life and or some improved design may come up at later date. The plant may be designed for 24 hours running. The provision of different units or the pumping plant should be in such a way that take into account the seasonal variation in the demand pattern. For this reason it is recommended that in all four pumps of half average demand day requirement (see para 7.1.4) may be provided. Out of these, three pumps shall be able to satisfy the maximum day demand which is roughly 1.43 times the average day demand while the remaining shall work as stand by.

## 3.7.2 <u>CLEAR WATER PUMPING PLANT</u>:-

**3.7.2.1** While making considerations for number of clear water pumping plants it should be borne in mind whether pumping through O.H. tank would be economical or the direct pumping. Proposals for both the alternatives should be examined and the least cost solution adopted.

**3.7.2.2** For the direct pumping the following provision of pumps be made:-

- 1 'a' capacityThree nos0.5 'a' capacityone no.
- 0.25 'a' capacity Two nos

Where 'a' is the average hourly rate of pumping on the maximum day of supply.

- **3.7.2.3.** In case of towns having more than one zone the pump in all the zones shall normally be identical and rationalised to cover the minor differences. In case of large towns having more than four zones the total installed capacity in each zone shall be almost equal to the peak pumping rate and 10% more pumps subject to a minimum of two in each size shall be provided as standby to be maintained centrally in the water works.
- **3.7.2.4.** All pumps shall be for peak head requirement and of a type that can meet wide variation in pumping head without getting overloaded and without much loss in efficiency.
- **3.7.2.5.** If pumping is through O.H. Tanks clear water pumps shall be as propose for raw water i.e. four of half average day demand.

**3.7.2.6.** The pumping plant for each tube well shall be for the full discharge available from the T.W.

## 4.0. **DISTRIBUTION SYSTEM :-**

Design period for distribution system may be taken as thirty years. However, for new zones with little present development it may be designed for the next 15 years only (see also para 8 regarding value of 'c'.)

- **5.0. <u>ZONE SIZE</u> :-** In deciding the size and number of distribution zones the following factors should be taken into account.
  - (a) Total Design population of the town.
  - (b) Optimum utilization of existing water supply works.
  - (c) The density of population.
  - (d) Requirement of water including industrial requirements.
  - (e) Topography where the difference of levels within the town is more than 5 metres it shall be seen if it would be economical and feasible to have separate zones for high and low areas.
  - (f) Impediments such as railway lines water courses hillocks non availability of land etc.

# 6.0 <u>MINIMUM SIZE OF DISTRIBUTION MAIN :-</u>

The minimum size of a distribution main should be kept according to the size of the town as per following criteria:-

# DESIGN POPULATIONMINIMUM SIZE OF DISTRIBUTIONMAIN

| Upto 5,000      | 50 mm  |
|-----------------|--------|
| 5001 - 50,000   | 80 mm  |
| 50001 - 500,000 | 100 mm |
| above 5,00,000  | 125 mm |

In hills the minimum size shall be 25mm.

6.1

For towns of population above one lac wherever the main road is more than 20 M in width mains will be laid on both sides so that the road is not cut for service connection later on.

# 7.0 RATE OF WATER SUPPLY IN LPCD :-

- 7.1 <u>GENERAL</u> :- Rate of water supply to be provided is governed and assessed by considering
  - Domestic needs such as drinking cooking, bathing, washing, flushing of toilets, gardening and individual air conditioning.
  - (ii) Institutional needs.
  - (iii) Water requirement for public parks flushing of sewers street watering etc.
  - (iv) Industrial and commercial needs.
  - (v) Fire fighting.
  - (vi) Likely waste amongst all consumers.
  - (vii) Requirement for live stock.

Consideration of local need people's habits and standard of living, the industrial commercial and religious importance of the city etc. should also be duly given in assessing the water requirements.

However, the maximum day rate which shall include both domestic and non domestic needs excluding institutional commercial and industrial needs of large magnitude for urban and rural areas be adopted as given below:

# 7.1.1. <u>URBAN :-</u>

| DESIGN POPULATION     | MAXIMUM DAY RATE IN LPCD |
|-----------------------|--------------------------|
| Upto 5,000            | 100                      |
| 5,001 to 10,000       | 125                      |
| 10,001 to 50,000      | 150                      |
| 50,001 to 1,00,000    | 175                      |
| 1,00,001 to 5,00,000  | 200                      |
| 5,00,001 to 10,00,000 | 225                      |
| Over 10 lacs          | 270                      |
# 7.1.2. <u>RURAL :-</u>

| DESIGN POPULATION | MAXIMUM DAY RATE IN LPCD |
|-------------------|--------------------------|
| Upto 5000         | 100                      |
| Above 5000        | 125                      |

The above rural requirement includes requirement of live stock also.

**7.1.3.** In case of larger towns of more than a lac population Institutional commercial and industrial needs of considerable magnitude shall be accounted for in addition to the above as follows:-

#### 1. INDUSTRIAL NEEDS :-

These shall be provided for only where a particular area or zone is specifically reserved for industrial use by the town & village planner.

Until and unless any specific requirement of any particular industry is known which shall be provided for specifically usual provisions shall be as follows:-

- (a) For service industry, 10 kilo litres per day per hectare.
- (b) For light industry, 20 kilo litres per day per hectare.
- (c) For heavy industry 50 kilo litres per day per hectare.

#### 2. <u>COMMERCIAL NEEDS :-</u>

This provision shall also be made only where a new commercial area is specifically indicated in the Master Plan. Commercial provision shall be made by considering the requirement of the commercial area equivalent to that of a population density of 40 persons per hectare.

#### 3. <u>RECREATIONAL NEEDS :-</u>

For the recreational needs provision shall be made of requirement equivalent to a population density of 20 persons per hec.

#### 4. **INSTITUTIONAL NEEDS :-**

Specific provision for institutional needs shall be made only for large institutions occupying an area of more than one hectare. The provision for these shall be as follows:

| Description                               | Litres per head per day       |
|---|-------------------------------|
| (i) Hospitals (including laundry)         |                               |
| (a) No. of beds exceeding 100             | 455                           |
| (b) No. of beds not exceeding 100         | 340                           |
| (ii) Hotels                               | 180 (per bed)                 |
| (iii) Hostels                             | 135                           |
| (iv) Nurses homes and medical quarters    | 135                           |
| (v) Boardings schools/colleges            | 135                           |
| (vi) Restaurants                          | 70 (per seat)                 |
| (vii) Air ports & Sea ports               | 70                            |
| (viii) Junction stations and              | (could be reduced to 45 where |
| intermediate stations where mail          | bathing facilities are not    |
| or express stoppage (both                 | provided)                     |
| railways and bus stations) is             |                               |
| provided                                  |                               |
| (ix) Terminal stations                    | 45                            |
| (x) Intermediate stations (excluding mail | 45                            |
| and express stops)                        | (could be reduced to 25 where |
|   | bathing facilities are not    |
|   | provided)                     |
| (xi) Day schools/Colleges                 | 45                            |
| (xii) Officers                            | 45                            |
| (xiii) Factories                          | 45                            |
|   | (could be reduced to 30 where |
|   | no bathing rooms are required |
|   | to be provided)               |
| (xiv) Cinemas, concert halls and          | 15                            |
| theatres                                  |                               |

#### 7.1.4.

In para 7.1.1 and 7.1.2 per capita rates of water supply have been shown for a maximum demand day of the year. To work out average consumption during a year average day demand of a year may be taken 0.70 times the maximum demand day. Similarly minimum demand day requirement may be treated as 0.5 times the maximum day demand.

# 8. <u>DESIGN FORMULA FOR FLOW IN CONDUITS & COEFFIECIENT OF</u> <u>ROUGHNESS :-</u>

Hazen & Williams formula for pressure conduits and Mannings formula for free flow conduits are to be adopted.

The values of coefficient 'c' in Hazen & Williams formula are as follows:-

| Conduits Material   | Recommended value for |                 |  |  |  |
|---|-----------------------|-----------------|--|--|--|
|   | New pipe              | Design purposes |  |  |  |
| a) Cast Iron  | 130                   | 100             |  |  |  |
| b) Galvanised Iron  | 120                   | 100             |  |  |  |
| <ul> <li>c) Steel pipes with revitted<br/>joints</li> </ul> | 110                   | 95              |  |  |  |
| d) Steel pipes with welded joints                           | 140                   | 100             |  |  |  |
| e) Concrete   | 140                   | 140             |  |  |  |
| f) Asbestos cement  | 150                   | 120             |  |  |  |
| g) Plastic pipes  | 150                   | 120             |  |  |  |

The value of 'c' for old pipes considered for reorganisation schemes may be adopted as per the following table. Reduction in diameter due to tuberculation should also be taken into account in case of C.I and G.I and steel pipes.

# VALUE OF 'C' FOR PIPES AT DIFFERENT AGES

# (REPRODUCED FROM HYDRAULIC TABLE)

| Age of  | Value of 'c  | ' with no a | llowance for | PIPE DIA IN mm  |     |     |     |       |       |       |     |     |      |      |     |
|---------|--------------|-------------|--------------|---|-----|-----|-----|-------|-------|-------|-----|-----|------|------|-----|
| pipe in | reduction di | ia meter    |              |   |     |     |     |       |       |       |     |     |      |      |     |
| years   |              |             |              | 100   | 150 | 200 | 250 | 300 4 | 00 50 | 006 0 | 750 | 900 | 1200 | 1500 |     |
|         |              |             |              | Value of 'c' after making allowance for decrease in dia<br>(for C.I.G.I. steel pipes) |     |     |     |       |       |       |     |     |      |      |     |
| 0       | 120          | 130         | 140          | 130   | 130 | 130 | 130 | 130   | 130   | 130   | 130 | 130 | 130  | 130  | 130 |
| 10      | 100          | 113         | 122          | 106   | 108 | 109 | 110 | 110   | 111   | 111   | 112 | 112 | 112  | 112  | 112 |
| 20      | 93           | 101         | 109          | 88  | 92  | 94  | 96  | 97    | 98    | 99    | 99  | 99  | 99   | 100  | 100 |
| 30      | 84.7         | 92          | 99           | 75  | 80  | 83  | 85  | 86    | 87    | 88    | 89  | 90  | 90   | 90   | 90  |
| 40      | 78.2         | 85          | 91.4         | 64  | 71  | 74  | 76  | 78    | 79    | 80    | 81  | 82  | 83   | 83   | 84  |
| 50      | 73.0         | 79.3        | 85.2         | 56  | 63  | 67  | 69  | 71    | 73    | 74    | 75  | 76  | 76   | 77   | 78  |
| 60      | 68.8         | 74.6        | 80.4         | 48  | 56  | 61  | 63  | 65    | 67    | 69    | 70  | 71  | 72   | 73   | 73  |
| 70      | 65.0         | 70.6        | 76.0         | 42  | 51  | 55  | 58  | 60    | 62    | 64    | 65  | 66  | 67   | 67   | 68  |
| 80      | 62.0         | 67.1        | 72.2         | 37  | 46  | 51  | 54  | 56    | 58    | 60    | 61  | 62  | 63   | 64   | 65  |
| 90      | 58.4         | 64.2        | 68.0         | 33  | 42  | 47  | 50  | 52    | 55    | 57    | 58  | 59  | 60   | 61   | 62  |
| 100     | 56.1         | 61.5        | 65.5         | 29  | 38  | 43  | 47  | 49    | 52    | 54    | 55  | 56  | 57   | 58   | 59  |

**NOTES :-** (i) Assume that the original value of C is 130, 140 or 120.

(ii) Assume that the increase in loss of head due to tuberculation etc. amounts to 3 percent per year.

(iii) Assume that diameter of the pipe is reduced by tuberculation at the rate of 0.01 inch per year and that the value of 'c' must be modified to correct for this.

#### 9. PEAK FACTOR :-

| For Kaval Towns   | 2.0 |
|-------------------|-----|
| For Urban Towns   | 2.5 |
| For Rural Schemes | 2.5 |

These peak factors are applicable on maximum day per capita rates adopted under clause 7.1.1. & 7.1.2. N.B peak factor for industrial water supply shall be 1.00.

#### 10. <u>TERMINAL PRESSURE</u> :-

The terminal pressures should be provided as listed in the following table:

| Design population<br>(in lacs) of the town | Building (type)                | Terminal pressure<br>(in M) |
|--|--------------------------------|-----------------------------|
| Upto 0.20                                  | Single storeyed                | 7                           |
|  | Double storeyed                |                             |
| 0.20 to 0.50                               | No consideration               | 12                          |
| 0.50 to 1.00                               | of the height of building      | 12                          |
| 1.00 to 5.00                               | Building                       |                             |
| 5.00 to 10.00                              | No consideration of the height |                             |
| above                                      | of building                    | 15                          |

**10.1.0** Terminal pressure for villages shall be 7 metres.

#### 11. HYDRAULIC GRADIENTS :-

For designing the distribution mains such hydraulic gradients may be adopted for different type of pipe material as to provide an economic design. For this purpose the hydraulic gradient arrived at for an economic design of rising main should be adopted. Generally the hydraulic gradient for P.V.C & A.C pressure pipes should be 3 to 4 per thousand, and for cast iron and steel pipes 5 to 6 per thousand. However the gradient may vary according to the minimum size of the distribution mains as recommended in para 6.

#### 12. <u>METERS :-</u>

Provisions for meters may be made in new Urban Scheme only to extent of 75% of anticipated House connections anticipated within 2 years of its commissioning.

#### 13. <u>VALVES</u> :-

All the valves used in the distribution system, such as sluice valves, reflex valves, scour valves, air valves etc. should be double flanged.

#### 14. <u>RISING MAIN :-</u>

14.1 The rising main should be of cast iron, mild steel or A. C pressure pipe. First 200m of rising main from pump side should be of cast iron or steel and thereafter A.C pressure pipe may be used for the remaining length of the rising main.

#### 14.2 ECONOMIC SIZE OF RISING MAIN :-

For working out the economic size of rising main, rate of 8% interest should be taken into account till the Managing Director Jal Nigam prescribes any other rate, irrespective of the interest rates prescribed for any particular scheme. Design of rising main shall be worked out as given in the W.S Manual of Govt. of India.

#### 15. STORAGE CAPACITY OF SERVICE RESERVOIR :-

A minimum of ten hours total storage of fifteen years and maximum day demand be provided even if the balancing capacity works out to be less as per draw off parrtern. (Appendix A to C)

#### 16. <u>CHLORINATOR :-</u>

In case there is more than one supply source separate chlorinators at each sources point need not be provided as far as possible. Under such a situation one chlorinator at the inlet of the central Reservoir may be provided. Where rechlorination is required e.g. in the case of long mains, separate chlorinator may be provided at zonal reservoir or some other suitable point Chlorinators should be provided for 15 years requirement as these can be added or replaced after 15 years as the case may be.

For deciding on the capacity of the chlorinator, total daily requirement of chlorine should be estimated from the daily average consumption during summers. The peak and the min. rate requirements should be taken into consideration. All chlorinators shall have a range of ten times between the maximum and the minimum dose that they can administer.

Normal chlorine dose required to disinfect water supply not subject to significant population would not exceed 2 PPM. In case of tube well water supply, chlorinators should have a minimum capacity to apply a dose of 0.5 PPM so that 0.2 PPM is available as residual chlorine. In case of surface water, a minimum dose of 1 PPM should be administered in the treated water. In case

prechlorination of surface water is considered necessary chlorinator of suitable capacity may be proposed at a suitable point.

Gaseous Chlorinators pressure feed or gravity feed, as may be necessary should be provided in all large Urban Water Supply Schemes. Differential pressure feed type or JarType bleaching powder solution dosers should be provided on rural water supply schemes and small urban water supply schemes where the designed population does not exceed 25,000.

#### 17. <u>STAND POSTS :-</u>

#### 17.1. <u>RURAL :-</u>

A minimum of one stand post shall be provided for the weaker section residing in the village. In addition to this one stand post should also be provided in the market area. The maximum number of stand posts shall not exceed four per thousand of existing population of village with a minimum of one for every village.

#### 17.2. <u>URBAN</u>:-

One stand post for the existing population of 1500 be provided. In addition to it, provision may be made for weaker section and the market area. However, the maximum number of stand posts shall not exceed one per thousand of existing population with a minimum of one in every town.

**17.3.** Suitable provision for disposal of waste water from the stand posts shall be made in the schemes so that no waste water collects and creates nuisance in the vicinity of any stand posts.

#### 18. <u>APPURTENANCES :-</u>

- **18.1. <u>FIRE HYDRANTS</u>**: The entire area served by W/S shall be so covered that any fire can be reached with about 250 meters of fire fighting hose. Fire Hydrants shall as far as possible be provided on bigger size mains and near crossings.
- **18.2.** <u>AIR VALVES</u> :- These shall be provided at suitable places.
- **18.3.** <u>SCOUR VALVES</u>:- They shall be provided at low points in such a way that the entire distribution system could be washed and water drained out without causing any nuisance.
- **18.4.** <u>SLUICE VALVES</u>:- They shall be suitably provided to control flow and isolate suitable sections distribution system. On mains larger than 300mm size, the size of sluice valve shall be 2/3 of the dia of pipe line.

18.5. <u>**REFLUX VALVES**</u>:- These shall be provided on the delivery side of the pumps.

Normally they shall be of  $2/3^{rd}$  size of the main incase of mains of more than 300mm dia but in no case they shall be of smaller size than the pump delivery main.

#### **19. DEVELOPMENT OF WATER WORKS SITE :-**

**19.1.** A compound wall of 1.2m height should be provided.

**19.2.** Proper drainage of water works compound should be ensured.

**19.3.** The length of the approach road inside the compound should be minimum.

However, access to the pump house, the chlorinating plant on the O.H.T should not be a problem in rainy season.

19.4. In rural areas the compound gate should be 2m wide whereas in urban W/S schemes this could be upto 3m wide.

#### 20. STAFF QUARTER :-

20.1 In rural tube well scheme provision for the residential quarters for one operator and one Chowkidar be made as given below:-

1. <u>FOR OPERATOR</u> :- Two rooms (one 3mx3.6m & 2.5mx3m) and a closed verandah with separate W.C. and bath room.

**2.** <u>FOR CHOWKIDAR</u> :- One room (3mx3.6m) & a closed verandah with a W.C. and bathroom.

**20.2**. For rural surface water supply schemes in addition to the residential quarters for operator and chowkidar as given above, the requirement for residential quarter and office for a water works Engineer should also be provided as below:-

Accommodation should conferm to the standards prescribed by the U.P. Govt. for Junior Engineer plus two rooms for the office.

**20.3.** Urban Town Area Committees of non Jal Sansthans areas the following provisions for the staff quarters should be made irrespective of source i.e. tube well or surface flow.

| 1- | Water Works Engineer | One no. (J.E.'s quarter+2 rooms for office) |
|----|----------------------|---|
| 2- | Operator             | One no. (As given in case of rural W/S      |
|    |                      | above)                                      |
| 3- | Chowkidar            | One no. (As given in case of rural W/S      |
|    |                      | above)                                      |

**20.4.** For urban Water supply schemes, other than small scheme for town area committees etc. staff quarters should generally be provided on the basis of total staff requirements of all categories in the water works. These should be provided for the Water works Engineer and to 25% of the operating staff and type designs should be adopted. In reorganisation schemes provision for additional requirements over existing accommodation need only be made. The provision of staff quarters should normally not exceed 3 % of the estimated cost of the scheme.

#### 21. <u>DRAINAGE :-</u>

In the case of Urban Water supply Schemes, it is presumed that the problem of drainage of the Waste Water from stand pots and house connections will be handled by the local body by executing a proper drainage scheme. In all rural water supply schemes, it shall be ensured that the waste water does not collect in lanes and depressions in the village,by providing in the water supply scheme itself a skeleton essential drainage system with Katcha drains and bedbars.

#### 22. INDEPENDENT ELECTRIC SUPPLY FEEDER TO WATER WORKS :-

To avoid interruption in power supply and stopage of supply to the water works during power cuts, all water works should wherever possible, be connected to the sub station by a separate independent electric supply feeder.

#### APPENDIX 'A' DRAW OFF PATTERN FOR NON-KAVAL URBAN TOWNS

| TIME  |  | RATE OF DRAW OFF  |
|-------|--|---|
| 000   | Hrs to 4 Hrs   | 0.08x Max. day Average Demand   |
| 4     | Hrs to 5 Hrs   | 0.20x Max. day Average Demand   |
| 5     | Hrs to 6 Hrs   | 0.50x Max. day Average Demand   |
| 6     | Hrs to 9 Hrs   | 2.5x Max. day Average Demand  |
| 9     | Hrs to 10 Hrs  | 2.00x Max. day Average Demand   |
| 10    | Hrs to 11 Hrs  | 1.00x Max. day Average Demand   |
| 11    | Hrs to 12 Hrs  | 1.00x Max. day Average Demand   |
| 12    | Hrs to 13.30 Hrs   | 2.00x Max. day Average Demand   |
| 13.30 | Hrs to 14.30 Hrs   | 0.25x Max. day Average Demand   |
| 14.30 | Hrs to 15.30 Hrs   | 0.24x Max. day Average Demand   |
| 15.30 | Hrs to 16.30 Hrs   | 1.00x Max. day Average Demand   |
| 16.30 | Hrs to 18.00 Hrs   | 2.00x Max. day Average Demand   |
| 18.00 | Hrs to 19.00 Hrs   | 2.00x Max. day Average Demand   |
| 19.00 | Hrs to 20.30 Hrs   | 1.00x Max. day Average Demand   |
| 20.30 | Hrs to 21.00 Hrs   | 0.50x Max. day Average Demand   |
| 21.00 | Hrs to 22.00 Hrs   | 0.80x Max. day Average Demand   |
| 22.00 | Hrs to 24.00 Hrs   | 0.80x Max. day Average Demand   |
|       | TIME<br>000<br>4<br>5<br>6<br>9<br>10<br>11<br>12<br>13.30<br>14.30<br>15.30<br>16.30<br>18.00<br>19.00<br>20.30<br>21.00<br>22.00 | TIME           000         Hrs to 4 Hrs           4         Hrs to 5 Hrs           5         Hrs to 6 Hrs           6         Hrs to 9 Hrs           9         Hrs to 10 Hrs           10         Hrs to 11 Hrs           11         Hrs to 12 Hrs           12         Hrs to 13.30 Hrs           13.30         Hrs to 15.30 Hrs           15.30         Hrs to 16.30 Hrs           16.30         Hrs to 19.00 Hrs           18.00         Hrs to 20.30 Hrs           19.00         Hrs to 21.00 Hrs           20.30         Hrs to 22.00 Hrs           21.00         Hrs to 24.00 Hrs |

#### APPENDIX 'B' DRAW OFF PATTERN FOR KAVAL TOWNS

|   | TIME  | RATE OF D | RAW OFF |
|---|-------|-----------|---------|
| а | 00-04 | 0.125     | а       |
| b | 05-06 | 1.00      | а       |
| с | 06-10 | 2.00      | а       |
| d | 10-12 | 1.25      | а       |
| е | 12-14 | 0.75      | а       |
| f | 14-16 | 0.50      | а       |
| g | 16-20 | 1.50      | а       |
| h | 20-22 | 1.00      | а       |
| i | 22-24 | 0.25      | а       |
|   |       |           |         |

# APPENDIX 'C' RURAL DRAW OFF PATTERN

|   | HOURS    | DRAW   | OFF |  |
|---|----------|--------|-----|--|
|   |          | FACTOR |     |  |
| а | 4 to 5   | а      |     |  |
| b | 5 to 6   | 1.5    | а   |  |
| С | 6 to 7   | 2      | а   |  |
| d | 7 to 8   | 2.5    | а   |  |
| е | 8 to 9   | 1.5    | а   |  |
| f | 9 to 12  | 1.0    | а   |  |
| g | 12 to 13 | 2.0    | а   |  |
| h | 13 to 15 | 1.4    | а   |  |
| i | 15 to 16 | 1.0    | а   |  |
| j | 16 to 17 | 1.4    | а   |  |
| k | 17 to 18 | 2.5    | а   |  |
| I | 18 to 19 | 2.0    | а   |  |
| m | 19 to 20 | 0.8    | а   |  |
|   |          |        |     |  |

#### **Annex 13: Guidelines for Selection and Appraisal of Schemes**

#### <u>UTTARANCHAL RURAL WATER SUPPLY AND SANITATION PROJECT</u> Introduction

1. This Annex lays out the framework for selection and appraisal of SVS and MVS under the demand responsive and participatory RWSS SWAp that GoUA is embarking on. These guidelines present broad principles for selection and prioritization of schemes in order to ensure implementation of the Government's policy of funding MVS only if SVS are not found to be feasible. The O&M of water supply systems are the responsibility of the community for SVS and for the intra-village system for MVS; this communities in an operational condition. The following sections present a stepwise approach to select, prioritize, and appraise the schemes that fall under various categories: along with a broad Project Cycle that will be followed.

#### A. SELECTION AND PRIORITIZATION

#### **Investment Guidelines**

2. The investment guidelines for new investments under SWAp shall follow the steps mentioned below, Mohitoring and Evaluation would be part of all these steps.

(a) **Preparatory Steps:-** This includes dissemination of the sector Program in the state and compliation of existing water sources database, and institutional mobilization to implement the program.

(b) Scheme Selection:- Scheme to be covered under various categories are identified and pre-feasibility to collect basis data of the schemes is collected.

(c) Agreement by the Constituting GPs:- The GPs constituting an SVS/MVS confirm to go ahead with either of the scheme.

(d) **Implementation of the Project Cycle:-** Planning and Implementation of the schemes, following a set of defined activities and involving the community.

(e) **Post- Implementation Support:-** Support to the GPs post-implementation to monitor sustainability.

#### **Process for Each Step**

#### (a) **Preparatory Steps**

**Dissemination of Sector Program:-** The first activity shall focus on the dissemination of the sector program at the state, district and block levels. Workshops will be carried out at each level by the DPMUs to make the PRIs, Government Institutions, and other

stakeholders aware of the sector program, the main principles, and the roles and responsibilities of the program partners. Various IEC tools shall be utilized in this process Service Agencies will be hired to assist GoUA in carrying out these activities.

Water Resources Database:- Using the existing information regarding the water sources, the water resources database shall be complied. The critical areas with source depletion shall be demarcated on district wise basis. Coordination will be ensured between the various implementing agencies in carrying out these activities.

**Constitution of district level Technical Review Committee (TRC):-** A district level TRC shall be constituted comprising engineers from UJN/UJS/PMU and representatives of PRIs. The roles of TRC are to review the technological options proposed by the various User Groups, analyze the justification of SVS/MVS, and to finalize the Scheme Identification Paln for SVS/MVS.

**District Schedule of Rules:-** The district schedule of rates for various engineering items/works/materials (loval and non-local) shall be prepared by the concerned implementing agency based on the existing anlaysis of rates and shall be approved by the DWSM. This schedule of rates shall be updated on yearly basis or as and when needed. There shall be a single set of schedule of rates for each district and for all the implementing agencies.

**Staff Mobilization:-** The requisite staff of PMU/UJN/UJS for carrying out the various activities as per the sector Program shall be deployed. UJN/UJS would establish their district units with staff strength as required.

**Selection of Support Organizations:-** Support Organizations would help the GPs/UJN/UJS in planning and implementation of the SVS/MVS. The SO selection process shall be initiated at the DWSM level through advertisement in the newspapers. The Project Manager, DPMU shall be responsible for this activity. A shortlist of eligible SOs based on desk review would be prepared by DPMU at the district level. Teams comprising members from the district units of PMU/UJN/UJS shall carry out the field assessment of the short listed SOs. The DPMU shall rank them and submit to DWSU would approve the final list of the SOs.

#### (b) Scheme Selection

3. The broad principles for resources allocation are as under. This priority shall be guided by the existing ground realities.

• First priority to Not Covered (NC) Habitations

• Second priority to Partially Covered (PC) Habitations

4. Following are the categories for the various investment planning under SWAp: Category-1:- SVSs and simple MVSs that are technically and institutionally feasible to be carried out by DWSM

Category-2:- Larger MVSs to be carried out by UJN and some MVSs requiring reorganization by UJS

Category-3:- Devoulution of existing schemes (mostly SVS) currently under UJS an UJN to the PRI.

Procedure for Categories 1 & 2:

5. The DWSC shall initially prioritize GPs based on Rajiv Gandhi Survey 2003 information on the habitations. For subsequent Batches, the process would be refined, including exploring seeking Expression of Interest from GPs. In parallel, the UJN/UJS would identify the existing large MVSs large MVSs that need to be rehabilitated under the program, using NC/PC criteria. The Pre-feasibility of these local resource persons/Short listed GPs/existing large MVSs shall be carried out by the DWSC through pre identified local resources persons/Support Agencies selected at the district level, exploring further information and analyzing SVS/MVS justification. The GPs are ranked based on criteria given in operations Manual. After appraising and confirming justification Plan for each GP in case of SVS; or for a cluster of GPs in case of MVS. The final GPs/SVS/MVS scheme identification shall be approved by DWSM.

#### **Procedure for Category 1 & 2:**

6. The SVS currently under maintenance by UJN/UJS would be developed to the GPs following a certain process. The following requirements are to be met in this process.

#### **Requirements:**

i. The water supply scheme in the GP/village will be made fully functional by the existing maintenance agency after following procedure of demand driven approach.

- ii. The inventory of the water supply assests shall be checked and finalized before handing over to the GP by the existing maintenance agency.
- iii. User Water and Sanitation Sub Committee (UWSSC) will be formed corresponding to each scheme as per the UWSSC notification no 308/86(16)/2005 dated 19<sup>th</sup> May, 2005 of GoUA. This committee will plan, design, implement and operate & maintain the schemes with technical assistance from sector institutions.
- iv. UWSSC will be properly and adequately trained in managing the scheme in technical, institutional and financial matters. The training of Village Maintenance Worker (VMW) and the UWSSC Treasurer will be more focused with emphasis on practical hands on training.

#### **Implmentation Steps:**

7. UJS and UJN would update the list of all existing SVS, Which are presently being operated and maintained by them, along with necessary information such as design life, status of habitations covered (NC/PC/FC) etc. The GPs would then be prioritized based on NC/PC Criteria similar to Category 1 and 2, and using local knowledge/existing database initially; and then they ranked. Preliminary Plans would be prepared by the district divisions of UJN/UJS for implementation of activities as per the following heads, in a report "Devolution – Identification Plan". The final GP/schemes identification for devolution shall be approved by DWSM.

Whether new scheme is required

Major re-organization is required

Minor repairs will be sufficient

(c) Agreement by GPs of SVS/GPs of MVS to participate in Sector Program

8. After the selection of the GPs/schemes, necessary initial IEC compaign and orientation activities would be conducted in the villages by the selected Service Agencies. Following this, the interested/Participating GPs in all the above categories shall give and undertaking for participation in a sector Program on the principles of demand responsive approach and community sharing in capital and O&M cost.

#### (d) Implementation of the Project Cycle

9. Following the confirmation of GPs to participate in the program, a Project Cycle would be followed to go through the cycle of detailed planning, implementation and O&M.

#### **Project Cycle for Single Village Schemes:**

10. Each scheme cycle would include four phases, including pre-planning (2months), planning (5months), implementation (6-18months), and operation and maintenance phase (4months). The duration of each phase would depend on the scheme size, technology type and the time it takes to mobilize the communities.

# (a) Pre-planning phase; major outputs of the pre-planning phase include the following;

- Selection of nodal organization/consultant for initial IEC in the villages
- Selection of support organizations
- Selection of support agencies
- Prioritization/selection of the GPs
- Collection of baseline data
- (b) Planning phase would include the following activities;
  - Mobilization of communities, participatory planning, and use of SARAR tools, problem investigation and analysis
  - Hygiene and environmental sanitation awareness and Women's Development Initiative
  - Identification of user groups depending on the number of water supply schemes to be implemented in the GP and formation of the User Water and Sanitation Committees (UWSSC)
  - Tranings on community development, health, feasibility and design of water supply schemes, catchment area protection, accounting, etc. for SO/GP/UWSSCs members
  - Identifying technology options, conducting feasibility analysis, and agree to do meetings for separate UWSSCs
  - Preparation of detailed project reports and community action plan for each of the UWSSCs
  - Collecting upfront cash and O&M community contribution for water supply, sanitation, and catchment area protection works
  - Preparation of implementation phase proposals
  - Environmental sanitation activities shall start in the planning phase and shall continue up to the operations and maintenance phase.
  - (c) Implementation Phase would include the following activities:

- Construction of water supply schemes, environmental sanitation works and catchment area protection works by GP/UWSSC through community engineer procurement by DPMU or a district implementing agency contacted out by DPMU
- Independent third party construction supervision by SA and facilitization and monitoring by DPMU or a DIA contracted out by DPMU
- Collecting balance cash/labor and O&M community contribution for water supply, sanitation, and catchment area protection works.
- Training and community development, health, women's development initiatives, book keeping. O&M (technical, institutional, financial) etc. for GP/UWSSCs members. These activities shall be carried out by the SO of the planning phase.
- Preparation of the Implementation Phase Completion Reports.

#### (d) Operation and Maintenance Phase would include the following activities:

DPMU shall provide technical assistance to the UWSSCs after commissioning of the water supply schemes to place the O&M system in order. Trainings at the GP/UWSSC level with be coducted by DPMU or a DIA contracted out by DPMU. The O&M system shall comprise the technical, financial, and the institutional systems. After establishing O&M system and completing all the activities stipulated in the agreement, the DPMU shall formally exist from the GP.

#### **Project Cycle for Multi village schemes**

11. Each scheme cycle would include four phases, including pre-planning (2months), planning (6months), implementation (12-30months), and operation and maintenance phase (4months). The duration of each phase would depend on the scheme size, technology type, and the times it takes to mobilize the communities.

(a) Pre-planning phases major outputs of the pre-planning phase include the following:

- Selection of nodal support organization/consultant for initial IEC in the villages
- Selection of support organizations
- Selection of support agencies

- Prioritization / selection of the GPs
- Collection of basis data
- After the selection of the GPs, the selected nodal SO/consultant shall immediately conduct initial IEC campaign and awareness creation amongst communities of all the concerned GPs to be covered under the MVS regarding the project – its priniciples and implementation approach, objectives, scope, roles and

responsibilities of various project partners and mobilization, wall writings, slogans, etc.

#### (b) Planning phase would include the following activities:

- Mobilization of communities, participatory planning, and use of SARAR tools, problem investigation and analysis for all participating GPs to be covered under MVS
- Hygiene and environemental sanitation awareness and Women's Develoopment initiative.
- Identification of user groups within each GP and formation of the Water and Sanitation Committees (UWSSC).
- Formation of Federation of UWSSCs for overall coordination amongst individual UWSSCs and management of the MVS. The federation will comprise all the Gram Pradhans of the concerned GPs and the Treasurer of the respective UWSSCs. The Chairman of the federation will be elected from the members.
- Trainning on community development, health, feasibility and design of MVS schemes, catchment area protection, accounting, etc. for SO/GP/UWSSCs members.
- Identifying technology options, conducting feasibility analysis, and agree to do meetings for separate UWSSCs and federation of UWSSCs.
- Preparation of detailed project reports and community action plan for each of the UWSSCs. This shall entail the overall DPR for the entire MVS and separate DPRs for the intra village distribution for each of the UWSSC

- Collecting upfront cash and O&M community contribution for water supply, sanitation, and catchment area protection works from the concerned users through UWSSCs by the federation of UWSSCs.
- Preparation of implementation phase proposals.
- Environmental sanitation activities shall start in the planning phase and shall continue up to the operations and maintenance phase.
- (d) Implementation Phase would include the following activities:
  - Construction of the common assets of MVS head work, distribution main up till the head of each covered village by the sector institution.
  - Construction of intra village water supply schemes, environmental sanitation works and catchment area protection works by GP/UWSSC through community engineer.
  - Independent third party construction supervision by SA and facilitation and monitoring by DDW.
  - Collecting balance cash/labor and O&M community contribution for water supply, sanitation, and catchment area protection works by the individual UWSSCs.
  - Training and community development, health, women's development initiatives, book keeping, O&M (technical, Institutional, financial) etc.for GP/UWSSCs members. These activities shall be carried out by the SO of the planning phase.
  - Preparation of the Implementation Phase Completion Reports.
- (d) Operation and Maintenance Phase would include the following activities:

DDW shall provide technical assistance to the UWSSCs after commissioning of the water supply schemes to place the O&M system in order. Trainings at the GP/UWSSC level will be conducted by DDW. The O&M system shall comprise the technical, financial, and the institutional system. After establishing O&M system and completing all the activities stipulated in the agreement, the DDW shall formally exist from the GP. The individual UWSSCs shall collect the O&M charges from their respective user groups. A part of this revenue collected will be given by the federation of UWSSCs to the sector institution for managing the common assets of MVS while the balance will be utitilized by the UWSSCs for the O&M of their respective intra village water supply network.

(c) Post Implementation Support

12. The DPMUs/District Divisions of UJN and UJS shall provide technical assistance to the UWSSCs as and when required by them, especially in the case of emergencies.

# **B.** APPRAISAL

# a) Non-negotiables

- Capital cost sharing according to the GoUA policy.
- 100% O&M according to the GoUA policy.
- Integration of water supply, sanitation, and catchment
- Commitment to become Open Defecation Free village over time
- UWSSC formation
- Renovate existing w/s scheme, where technically feasible
- Proposed sources are undisputed, perennial etc.
- Proposed sources are undisputed, perennial etc.

# b) Intermediate Appraisal Milestones

13. The following intermediate milestones are to be ensured by the implementing agency and appraised by the Appraisal agency.

#### **Planning Phase**

- i. Formation of user groups. Ensure that UWSSCs are formed on representative basis, based on technological options.
- ii. "Agreed to Do" meeting on Community Action Plan, ratified by GP in an open community wide meeting
- iii. The prepared Community Action Plan includes integrated planning for water supply, sanitation and catchment protection, health and hygiene; plans proposed are based on investment guidelines; check whether community pariciapation is satisfactory.
- iv. Community has collected 1% of upfront cash contribution, and 50% of the annual O&M.

#### Implementation Phase

- 1. Construction of water supply schemes, environmental sanitation works and catchment area protection works as per the DPR.
- 2. Compliance of the comments of the Independent third party construction supervision Service Agency.
- 3. Balance 50% community cash contribution collection, besides the labor contribution towards capital cost sharing and 50% cash O&M community

contribution for water supply, sanitation and catchment area protection works by the end of the implementation phase.

- 4. Completion of the trainings on community development, health, women's development initiatives, book keeping, operation and maintenance (technical, institutional, financial) etc. for GP/UWSSCs/MVSLC members.
- 5. Preparation of the Implementation Phase Completion Reports.

#### **Operation and Maintenance Phase**

- 1. Conduction of Sustainability Evaluation Exercise in the GPs and providing feedback to the GP/UWSSCs/MVSLC members.
- 2. Preventive and scheduled maintenance is carried out as per the guidelines.
- 3. Regular chlorination is carried out by the Village Maintenance Worker
- 4. The sources taken for the schemes are tested for their water quality on a regular basis.
- 5. Regular billing and collection of consumer receivables is being done.
- 6. Regular, scheduled meetings of GP/UWSSCs/MVSLC members are being held and the minutes of the meetings are properly recorded and necessary follow-up done.

फैक्सः 0135.2672337

कार्यालयः– 2678078

ई-मेलः <u>upsvnn@g</u>mail.com

2672404

# उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम

प्रधान कार्यालय : 11– मोहनी रोड, देहरादून–248001

पत्रांकः 3262 / डिजाइन क्राईटेरिया दिनांकः 22/09/07

#### <u>कार्यालय ज्ञाप</u>

सहायक सलाहकार सी0पी0एच0ई0ई0ओ0, नई दिल्ली के द्वारा JNNURM योजनाओं के विरचन के समयपीक फैक्टर (Peak Factor) एवं जलोत्सारण योजनाओं में श्राव की गुणना करते समय निम्नानुसार सहमति प्रकट की गयी जो JNNURM तथा सभी कार्यक्रम के अन्तर्गत विरचित की जाने वाली पेयजल एवं जलोत्सारण योजनाओं में समान रूप से लागू मानी जायेगी।

पेयजल एवं जलोत्सारण योजनाओं के प्राक्कलन विरचन में पीक फैक्टर (Peak Factor), किसी नगर की पूर्ण आबादी के अनुसार न लेकर, नगर की योजना के विरचन हेतु विभाजित किये गये प्रत्येक जोन की आबादी के अनसुार लिया जाये। इसमें यह सुनिश्चित कर लिया जाये कि प्रत्येक जोन पूर्ण रूप से Seggregate हो तथा सामान्य स्थिति में एक जोन का जल दूसरे जोन में न जा रहा हो, न ही दूसरे जोन से आ रहा हो।

जलोत्सारण की योजनाओं में श्राव प्रदूषित जल की गणना, निर्धारित मानक जलापूर्ति की दर के आधार पर की जाये। गणना करते समय जलापूर्ति की दर में 15 प्रतिशत UFW का समावेश न किया जाये।

> (डी०के० गुप्ता) प्रबन्ध निदेशक

#### पु०सं० एवं दिनांक तदैव

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :--

- 1. समस्त मुख्य अभियन्ता, उत्तराखण्ड पेयजल निगम।
- 2. समस्त अधिकारी, प्रधान कार्यालय, उत्तराखण्ड पेयजल निगम, देहरादून।
- 3. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तराखण्ड पेयजल निगम।
- 4. समस्त अधिशासी अभियन्ता / परियोजना प्रबन्धक, उत्तराखण्ड पेयजल निगम निगम।

5. गार्ड फाइल।

#### प्रबन्ध निदेशक

# I. Sector Background Context & Broad Project Rationale

#### Key issue for the section

Have the relevant aspects of the sector (eg. Water supply sector, transportation sector etc.) been adequately profiled and the context of the proposed project adequately explained?

The DPR needs to provide information convering the following areas:

- 1.1 Existing status of the physical infrastructure (brief description)
- 1.2 Basis line information in terms of user coverage & access (by different user categories/segments including urban poor)
- 1.3 List of various projects proposed for the sector in the City Development Plan (CDP) and confirmation/explanation of how this project is aligned with stated CDP priorities
- 1.4 List of other capital expenditure projects supported by other schemes of the sector (sanctioned projects that have yet to commerce as well as ongoing projects)
- 1.5 Existing tariff and cost recovery methods and extent of cost recovery.
  - Past five year trends
  - Existing per unit cost; existing per unit service delivery price (in absolute terms and also on per capita basis)

(This basis, assumption and method of calculation in regard to the above are also to be provided)

- 1.6 Existing areas of private sector/community participation participation in the sector for design, construction, project management, and/or O&M services (including billing & Collection)
- 1.7 Any other Qualitive information (eg. In 1 of key issues that are of importance to this sector and project; importance of the project to the sector, extent to which the project would address key issue/problems of the sector etc.)

# 2. Project Definition, Concept and Scope

#### Key issue

# Has the project concept been defined in a complete manner and its components/modules clear delineted?

The proposed project needs to be clearly demaracated in terms of all its constitutent sub-components<sup>1</sup>. (Several projects DPRs specify only the "to-be-constructed infrastructure components which does not represent the complete project) The project concept comprises several sub-components/elements including.

# Land<sup>2</sup>

Total quantium of land being provided for the project

Confirmation that the required land is owned/already purchased by the ULB/parastatal; land title is to be clear and unencumbered.

#### Physical infrastructure components

#### (Please refer Annexure-1 for sector specific reference components)

The physical infrastructure of each project/DPR can be considered in terms of specific components (component 1, component 2, component3, etc.) These would be unique for each project and would also vary across sectors. For reference purposes, a wide range of sector specific project components have been provided in Annexure 1. The design, detailed engineering and drawings as applicable for the components can also be included in this section.

These project components can also serve as a reference for "packing of contracts" either individually, in parts, or through combinations.

#### Environemental compliance / protection measures / improvement measurese

- Environment impact assessment
- Environment management plan

#### **Rehabilitaion and Resettlement<sup>3</sup>**

# Specialised procured services for design, Independent supervision, and quality assurance

#### **Other information**

- Details of surveys and investigations required to be carried out (site, customer, etc)
- Assessment of requirements related to utilities shifting

- List of clearances and agencies from which these are to be obtained
- <sup>1</sup> Such demarcation additionally serves to facilitate planning of (a) planning and (b) costing

<sup>2</sup> Land cost is not funded by JNNURM ACA Grants (expect for North-Eastern states & designated hilly state: Uttaranchal, J&K, HP)

<sup>3</sup> Rehabilitation and resettlement are not founded by JNNURM Additional Central Assistance (ACA) grants ULB/ state government has to make their own arrangements

• Disaster related risk assessment and broad countermeasures (including earthquake other natural disaster design of structures)

# 3. Project Cost

#### Key issue

Have all the relevant project costs been accounted for an addition to costs of Physical infrastructure construction works?

The Project (construction) cost should cover district elements, including but not limited to the specific components listed below

- 3.1 Land acquisition/site development (Land acquisition is not covered by JNNURM ACA Grant-except for North-Eastern and designated hilly states in all other cases, land acquisition is to be completed prior to application for JNNURM support)
- 3.2 Physical infrastructure component-wise cost (should correspond to section 2.2)
- 3.3 Environmental comphance cost
- 3.4 Rehabilitation & resettlement cost (to be borne by ULB/parastatal/state government)
- 3.5 Cost of surveys & investigations
- 3.6 Cost of shifting utilities
- 3.7 Cost of consultancy services (a) Design (b) Supervision (c) Quality Assurance
- 3.8 Other statutary compliance cost if applicable
- 3.9 Finance/interest cost during construction
- 3.10 Contingency
- 3.11 Any other

For all cost elements, assumptions (rates, methods of calculations etc) are to be clearly given either in the main text or as an attached appendix of th DPR.

Note:

- All cost heads are to be provided for in the DPR. if an element is applicable,
   "0" may be put against it when entering actual figures. O&M costs are covered in a separate section; thus section covers only capital cost.
- (2) if survey cost are included in design cost (ie 3.7), this may be clearly specified to avoid double counting.
- (3) The project, for implementation purposes, can be broken into contract packages for tendering. This perspective of cost is being covered separately in the section on Project Institutional framework.

# 4. **Project Institution Framework (for construction)**

Key issue

I have the institutional arrangements for project construction implementation been clearly specified"

The DPR needs to clearly specify the institutional arrangement details, including the information requested below.

#### 4.1 Roles of different involved in the construction phase of the project

- (i) A Roles/responsibility matrix could be a convent option to present this information.
- (ii) The relationship between ULB on the one hand and parastatal or state government agencies on the other are to be made explicit innovative approaches to provide of improved coordination and/or working arrangements can be highlighted.

#### 4.2 Manner of undertaking construction works

ie whether construction works are envisaged to be undertaken

- (i) in-house through one of the Govt agencies/parastatals own staff OR
- (ii) by being rendered out under the supervision/management of the ULB/parastatal

OR

 (iii) through a separately established legal entity/project implementation company such as an SPV (Special Purpose Vehicle)

#### 4.3 Involvement of the construction entity in the subsequent O&M activities

ie whether the contracted entity undertaking construction works are also to be retained are involved in fany aspect of the subsequent) O&M phase

# **4.4** Area of involvement of the private sector in the construction phase<sup>4</sup> (tick mark as appropriate)

| i   | Project Feasibility study                     |  |
|-----|---|--|
| ii  | Project Engineering Design                    |  |
| iii | Specialized Surveys                           |  |
| iv  | Construction Works                            |  |
| V   | Supervision Consultants                       |  |
| vi  | Quality Assurance Consultants                 |  |
| vii | Any other please Specify (Eg Equipment Lease) |  |

Additional information regarding the above can be provided (in brief) if required.

<sup>4</sup> In case any of these activities are provided by govt. agencies (including autonomous agencies) specify their names and include the results as a part of section 4.1.

# 4.5 Construction "Packages" for works construction

Brief description of strategy for the overall works programme including information for tendering as per the following format

| Project implementation planning: package-wise contracting relationships |      |          |  |  |  |
|---|------|----------|--|--|--|
| List: tender packages   | Cost |          |  |  |  |
| Package No. Package Description   |      | Estimate |  |  |  |
| 1   |      |          |  |  |  |
| 2   |      |          |  |  |  |
| 3   |      |          |  |  |  |
| 4   |      |          |  |  |  |
| "   |      |          |  |  |  |
|   |      | Total    |  |  |  |

Within 30 days of DPR approval by CSMC, a more detailed format is required to be submitted covering break down by tender packages, contract type, and corresponding estimates for cost, tendering time frame, and package-wise completion schedules

(Please refer Annexure-2 for the project information planning format)

If possible, the complete information as per Annexure-2 may be presented in the DPR itself prior CSMC approval; this approach would expedite time towards project implementation.

# 5. Project Financial Structuring

Key issue

Have the sources financial contribution of the ULB and state's share been clearly identified?

To what extent is there a comfort level that these sources have been tied up and would be available for the project?

The project financial structuring examines the sources and composition of funding for the project for this section, the DPR needs to provide.

# 5.1 Overall Financial Structuring of the project

In this regard, the DPR should include information as per the table given below

| (1) | (2)     | (3)  | (4)                              | (5)                              | (6)                 | (7)   |
|-----|---------|--|----------------------------------|----------------------------------|---------------------|---|
| sit | Govt.   | Project contribution<br>source                               | Amou<br>nt<br>(Rs.<br>Lakhs<br>) | % share by<br>specific<br>source | % share<br>by govt. | Remarks on when<br>and how state and<br>ULB shares would<br>be arranged |
| 1   | Central | ACA Grace  |                                  |                                  |                     | Not applicable  |
| 2   |         | Grant towards its share in project                           |                                  |                                  |                     |   |
| 3   |         | Loan taken by state<br>govt. towards its<br>share in project |                                  |                                  |                     |   |
| 4   | ULB/Par | Developed funds  |                                  |                                  |                     |   |
| 5   | asatal  | Own surplus resources  |                                  |                                  |                     |   |
| 6   |         | Debit/ Terms Loan<br>taken from State<br>govt.               |                                  |                                  |                     |   |
| 7   |         | Debit/Terms loan<br>taken from Bank/F                        |                                  |                                  |                     |   |
| 8   |         | Debit from accessing capital market                          |                                  |                                  |                     |   |
| 9   |         | Private equity/<br>community resources<br>funding others     |                                  |                                  |                     |   |
|     |         |  | Total<br>amo<br>unt              | 100%                             | 100%                |   |

Note

- in case of SPV/separte project legal, entity equity share of each contributing entity including govt entities need to be specified.
- (2) Term loans and other private funding commitments are required to be supported by sanction letter/agreement/in-principle letter of support containing the terms for example loan/debit should include details such as moratorium grace, interest rate payment schedule of principal and interest etc)
- (3) Column no 6 refers in percentage distribution as per JNNURM guidelines as applicable for the city.
- (4) State Government's contribution commitment: are required to be supported by approval for sanction in the annual plan/state cabinet approval/ in principle letter of support from the state finance ministry.
- (5) Within 30 days of CSMC approval, a quarterly forecast of when state and ULB contributions will be received in the project bank account is to be specified and forwarded to MoUD in the format as provided in Annexure-3

Project financial structuring can involve a combination of equity, grant, debt and finance from private participation (and in some cases contibution from user communities.)

#### 5.2 **Review of option for**

- Institution debt and/or
- Private sector participation.

The ULB, should ideally review the scope and options for possible debt and/or private sector financing while preparing the DPR. To provide a perspective in this regard a brief overview of debt and private sector finance is given below.

#### The Debt Component

Supporting the capital cost of the project entirely by Grant and ULB internal sources (surplus) might not necessarily reflect the best manner of financing urban infrastructure projects. A debt component would-

a) provide greating and hence support a larger number/scale of infrastructure projects by the ULB and

- b) provide (an additional) project appraisal by the funding agency and hence contributes to risk reduction and improved project structuring.
- c) Contribute to project management discipline for the ULB, specially in the context of O&M management, user charge levy etc.

#### The Debt Component can be from

- a) general bank finance: however banks are unlikely to accord long lenure finance (these could typically be around eight years at a stretch)
- b) Specially issued municipal bonds
- c) Term loan from financial intermediary such as HUDCO, LIC, IL&FS, IDFC, SBI Caps ICICI bank, State level financial institutions (including those specific to development of urban infrastructure) etc.

The ideal debt component is dependent upon a number of factors including the nature and sector of the project, project cash-flows as well as the financial condition of the municipality and financial management practices of the municipality. However, several projects might be able to support at least a small debt component (such as 5-10% of the total project cost) and take advantage of the stated benefits.

#### Private Participation in financing construction of the Infrastructure project

Private sector can be involved in financing (as well as managing the) construction of the infrastructure project and it can contribute towards the ULB or state share of finance. This could be through-

- (a) a separate legal entity created specially for this puropose (SPV)
- (b) a direct BOT/BOOT arrangement and its variant models with or without an SPV arrangement.

5 institutional debt-ie. loans other than from the central government.

(c) a simple management contract or lease based contract.

All variants involve payment to the private entity to enabel them cost recovery of construction ( and also for O & M). This could be in the form of:

- Private party being allowed direct recovery of user charges for a specified long term duration (say, for illustrate purposesed only 15-25 years)
- (b) Private party being paid a fixed amounts for on a fixed rate per unit quantity for service delivery undertaken for its services over the specifiedy terms

duration. The ULB can directly recover user charges or retain the option of contracting out brilling and collection to a different private entity.

Linking construction with a long term O&M performance contract could provide the advantage of operational cost efficiency as well as accountability (including quality) for creating the original infrastructure asset.

All the models of private entity involvement envisages ULB/parastatal monitoring/supervision of outcomes. Hence the ULB/parasatal continues to be actively involved in these activities though its role is modified.

Private sector financing and/or debt financing helps the ULB to leverage the grant support funds provided by JNNURM. The true spirit of JNNURM (in the project perspective) is to use funds to catalyse additional funds and ensure their efficient management. The ULB will need to examine various options for project structuring in this regard on a case to case basis. Project proposals are hence no longer a simplistic case of detailing technical parameters supplemented by cost estimations based on an administratively defined schedule of rates.

In summary for the section concerning project financial structuring the DPR needs to provide.

Information as per the given tabular format.

Confirmation that project planners have examined the scope and options for institutional debt (financing at the very least a small component of the total project cost) and/or private sector participation. Brief analysis and conclusions in this regard may be presented.

#### 6. **Project Phasing**

#### Key issue

Has the project been adequately planned the terms of scheduling and phasing (including pre-constitution commencement activities) and covering all relevant modules and components. Have all these activities been adequately thought through

Planned schedules (as a part of the DPR) need to be prepared for the following types of activities (other acitivity heads can be included as per requirement of the city planners/project preparation team)

#### 6.1 Schedule for tendering/selection for procurement of services:

#### (i) Construction contractors

Can be given in indicative terms in the DPR. This has to be firmed up and given in more specific detail within 30 days of CSMC approval as per the package-wise contract implementation template<sup>6</sup> (Refer Annexure-2)

(ii) Consultants firms for supervision and quality assurance

(iii) Consultants firms for any other spcialized activities that has to be earned out to fine-tune DPR/undertake CSMC directed inclusions based on in-principle project approvals (eg additional surveys, design activities etc as applicable)

#### 6.2 Schedule for bringing in State level and ULB contributions to the project

Can be given in indicative terms in the DPR. Thus has to be firmed up and given in more specific detail within 30 days of CSMC approval as per template provided in Annexure 3

6.3 Schedule for obtaining all clearances (alongwith list of major clearances)

6.4 Schedule for shifting utilities

#### 6.5 Project infrastructure component-wise implementation

For each of the component given in section 2.2 (Component 1, Component 2 ....

Component n)

The implementation schedules/work plan can be presented in a simple bas chart<sup>7</sup> on a quarterly basis, as shown below:

| S.No. | Item | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10* |
|-------|------|----|----|----|----|----|----|----|----|----|------|
| 1     |      |    |    |    |    |    |    |    |    |    |      |
| 2     |      |    |    |    |    |    |    |    |    |    |      |

#### **Bar Chart for Key Activities**

\*Additional Quarters to be introduced as per requirement

<sup>&</sup>lt;sup>6</sup> Already referred to in section 4.5

<sup>&</sup>lt;sup>7</sup> Also referred to GANTT chart

Note:

(1) In case the project is to be commissioned (in parts) even before the complete project is constructed then this can be made axplicit in the phasing plan along with clarifying explanations.

(2) Contractor phasing as per Annexure-2. As already stated, this is to be provided within 30 days of CSMC approval of DPR. If possible, the complete information as per Annexure-3 may be presented in the DPR itself prior CSMC approval; this approach would expedite time towards project implementation.

(3) State and ULB find contribution (reference Annexure-3): same as the above. The "inprinciple" and other such documentary support provided as DPR stage would have to be converted into confirmed arrangement within 30 days.

6.6 For projects having a capital cost value of Rs. 25 Crores plus, presentation of a PERT and CPM diagrams are required in addition to the Gantt charts.

The PERT chart provides a further detailed break down of activity tasks and milestones and the inter-relationship between tasks<sup>8</sup>. The PERT and CPM would be useful for the ULB/parasatal both for project panning and subsequently for project management.

<sup>&</sup>lt;sup>8</sup> Theses interlinkages could be several ways such as

S: Start in Start, SF: Start to Finish, FS: Finish to Start & FF: Finish to Finish

# 7. Project O&M planning

Key Issue

Has the Project Report assessed the requirements and planned for long term O&M sustainability?

Long term project sustainability requires that long term O&M is planned in terms of

- (a) Institution framework including billing & collection (organization & operations) strategy and
- (b) Tarrif and user-cost recovery (financial) strategy

# 7.1 Institutions framework (organization & operations) strategy

The DPR is to incorporate/include information relating to the following five areas:

- (i) The institution to be engaged in the O&M fo the created infrastructure asset/enhanced infrastructure assets
- Brief outline of the existing method of billing & collection (including user/customers-segment wise differentiated strategy, if any)
- Select performance metrics in regard to billing & collections (for the most recent completed financial yea, and if possible, for the current quarter of the ongoing financial year)
  - the billing/billable ratio (in terms of physical and financial units separately)
  - cost of billing & collection (in absolute terms; as present of total cost and details of the cost break up)
  - any other, if possible

(The basis, assumptions and method of calculations in regard to the above are also to be provided)

- (iv) Brief description/analysis of the key issues and obstacles in regard to O&M
   (including billing/collection issues) and proposed countermeasures to
   overcome them for the sector in general and for the project in particular
- (v) The scope for private entity/community/NGO to be involved in defined aspects of O&M for any specific/all components of the infrastructure asset.

Private entity/community entity/NGO can participate through a variety of models for performance based O&M (even without participating in the infrastructure construction; in tis context, contract periods can be of shorter duration<sup>10</sup> since capital cost has been bome by the private entities and to prevent service delivery compleacency on the part of the contracted entities)

<sup>&</sup>lt;sup>9</sup> In case project is of argementing/partial sevamping nature.

 $<sup>^{10}</sup>$  Smaller period than the case when the private entity also financies capital asset construction

The ULB can aim to promote competitueness among an empanelled group of such entities and distribute geographical regions (eg identified ward areas) among a limited number of selected private/community based/NGO entities. This would enable comparisons of performance<sup>11</sup>

(vi) The DPR should explicitly define the requirements of manpower, energy spares and consumables etc. for O&M on an annual basis giving details of existing usage, norms and proposed additional requirements. <sup>12</sup>

#### 7.2 Tariff and user cost recovery

In regard to tariff and user cost recovery, the DPR is to provide.

- (i) The tariff (revenue) model for each customer/user group for the sector (including underlying assumption) and forecast growth of customer/user groups over the next 20 years.
- (ii) Unit cost of service and unit price (existing year and forecast for next 20 years)
- (iii) Outline plan to restructure tariff system to any or all category of user groups to comply with MoA requirement (institution of full cost recovery user charges)In this regard, cross-subsidization requirement/strategy if applicable are to be explicitly specified and addressed.

(The basis, assumption and method of calculations in regard to the above are also to be provided)

<sup>&</sup>lt;sup>11</sup> Citizens'/user segment feedback could be an important source of feedback for O&M activity specially service delivery.

<sup>&</sup>lt;sup>12</sup> Codes, guidelines of respective nodal technical appraising agencies shall be referred for the respective sectors.

# 8. Project Financial Viability & Sustainability

Key Issue

Has the financial viability assessment taken into consideration both capital cost & O&M sustainability. Has it additionally taken into consideration the ULB financial situation? The project viability assessment will be based on a combination of multiple perspectives as given below

# 8.1 Overall project perspective:

The DPR is to provide financial analysis for (Net Present Value) NPV and (Internal Rate of Return) IRR defined in the following two ways.

- (i) NPV & IRR (overall) examines overall project viability, including finance cost and asset replacement cost.
- (ii) NPV & IRR (O&M) examines only O&M viability

The complete supporting project cash flow projections alongwith underlying assumptions have to be presented (A reference project cash flow template is provided in Annexure-4)

The project financial assessment should explicitly state the cost of capital considered and calculation method to arrive at the same.

# 8.2 ULB level perspective and financial situation assessment

The DPR is to provide the following information

(i) ULB cash flow

This includes a complete cash flow covering the last 5 years on an actual basis and projections for the next 20 years. The underlying assumption for the projections also need to be mentioned (a reference format for ULB Cash flow is given in Annexure -5)<sup>13</sup>

An assessment of the annual impact of the project on the ULB's finances (i.e. revenue receipts, revenue expenditure, capital receipts and Capital expenditure) for the Mission Period is to be provided showing the impact being high/medium/low (more than 20% between 20% and 5% less than 5% respectively). The base year to be considered for this exerci

se is the last completed financial year. A format for providing the impact is given below.

<sup>&</sup>lt;sup>13</sup> The ULB cash flow format has also been separately circulated to all cities as a part of updating/standardizing their Financial Operating Plans (FoP). The Fol can be taken as the reference document and duty updated. If required.

| SI.<br>No. | Head        | Impact Low/Medium/High (more than 20%, between 20% and 5%, less<br>than 5% respectively) |         |         |         |         |         |         |  |
|------------|-------------|--|---------|---------|---------|---------|---------|---------|--|
|            |             | 2005-06  | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 |  |
| 1          | 2           | 3  | 4       | 5       | 6       | 7       | 8       | 9       |  |
| 1          | Revenue     |  |         |         |         |         |         |         |  |
|            | Receipt     |  |         |         |         |         |         |         |  |
| 2          | Revenue     |  |         |         |         |         |         |         |  |
|            | Expenditure |  |         |         |         |         |         |         |  |
| 3          | Capital     |  |         |         |         |         |         |         |  |
|            | Receipt     |  |         |         |         |         |         |         |  |
| 4          | Capital     |  |         |         |         |         |         |         |  |
|            | Expenditure |  |         |         |         |         |         |         |  |

Base Year:\_\_\_\_\_(last completed financial year)

(ii) Debit situation assessment

This includes

- Debt schedules and terms for a;; debt taken to be provided in Appendices to the DPR. (Refer **Annexure 6** of this document)
- Debt service to coverage ratio (DSCR)
- Debt-equity ratio for the project and the ULB
- (iii) Other financial information
  - Has the ULB been credit rated? If yes provide the name of the rating agency, type of rating and existing rating details.
  - In case of Special Purpose Vehicle (SPV) or Joint Venture (JV) as s separate legal project implementation entity, the Profit & Loss (P&L) Statement and Balance Sheet forecasts for the next 20 years shall be provided In the context, the given project cash-flow template (as per Annexure-4) may be used as the initial reference format or which appropriate modifications can be made.

#### Note

(I) The requirements for financial information under section 8.2 and elsewhere are applicable to parastatals (as well as to ULBs). The given formats may be appropriately modified for the organization entity -context.
#### 9. Project Benefits Assessment (Social Cost-Benefit Assessment)

The DPR is to provide the following

- 9.1 A list of benefits from societal perspective (both social and economic) supported by:
- (i) Explanation or description in qualitative terms.
- (ii) Quantification of these benefits to the extent possible (or wherever possible) along with underlying assumptions

Benefits are to be focused on project outcomes (in the context of the project outlays made) and specially on their impact on citizens /user segments covering elements such as:

| -access     |        |        | <ul> <li>supply continuity</li> </ul> | <ul> <li>time saving</li> </ul> |
|-------------|--------|--------|---------------------------------------|---------------------------------|
| -coverage   |        |        | - safety                              | -environment                    |
|             |        |        |                                       | improvement                     |
| -service qu | uality |        | - cost savings                        | - employment                    |
| -income     | for    | poorer | - improved efficiency                 | - improved quality              |
| sections    |        |        |                                       | of life,etc.                    |
|             |        |        |                                       |                                 |

The above are illustrative only with type of benefits being specific to a project/sector/region etc.

## 9.2 A list of "negative externalities" (ie adverse impacts) from a societal perspective (both social and economic) supported by:

- 9.3
- (i) Explanation or description in qualitative terms.
- Quantification of these negative/adverse impacts to the extent possible (or wherever possible) along with underlying assumptions
   Examples of negative/adverse impacts include.
  - pollution, environmental distortions
  - reducer green cover
  - reducer access to any specific user segments
  - supply interruptions (especially during project construction phases) etc.
  - displacement of inhabitants
  - disruption in livelihood/reduced employment /labour redundancy

 possible haphazard development around /adjacent project site areas ( cg resulting in slums)

The listing or identification of adverse impacts facilitates planning for possible countermeasures and also recognizes possible trade-offs in taking up the project

Note for (9.1) and (9.2)

- (1) The project Benefit "dis-benefit" assessments should be carried out for the project life or at least consider a 20-year time frame.
- (2) For convenience, the following format may be considered (this is optional and is given for reference)

| S.No.  | Benefits Description    | Comments | Quantitative Impacts & |
|--------|-------------------------|----------|------------------------|
|        |                         |          | Underlying             |
|        |                         |          | Assumptions            |
|        | Societal Benefits       |          |                        |
| 1      |                         |          |                        |
| 2.     |                         |          |                        |
| 3. etc |                         |          |                        |
|        |                         |          |                        |
|        | Societal adverse impact | IS       |                        |
| 1.     |                         |          |                        |
| 2.     |                         |          |                        |
| 3. etc |                         |          |                        |

The Societal benefits and "disbenefits" (adverse impacts) streams should be projected for the time period specified (entire project life cycle or for a minimum of 20 years it should not be restricted to the construction period or for the Mission period only).

(3) Benefits and adverse impact indentified must be specified and generic/general statements.

#### Examples

- if certain specific words are benefiting from increased access, they should be identified.
- if some specific sections of slum area or some specific slum are benefiting these should be specifically identified.
- (4) Both direct and indirect societal impacts and assements are to be considered (for benefits/adverse impacts) this constitutes the "with project scenario" which has to be compared to the prior status or "without project scenario".
- (5) Impact on the poor (including poor households & settlements) may be specifically highlighted /documented.
- 9.4 **Economic Internal Rate of Return (EIRR)** (for projects above Rs.100 Crores or otherwise designated as considerably complex by the State Level Nodal Agency).

For projects above Rs. 100 Crores (or otherwise designated as considerably complex by the State Level Nodal Agency, structed estimation of the *Economic Internal Rate of Return (EIRR)* would be prescribed as a part of the Social Cost-Benefit-Assessment. The EIRR would incorporate monetization of the identified (quantifiable) social benefits and adverse impacts and additionally provide for social perspective corrections to the costs and benefits considered for financial viability assessments. For projects where the EIRR is found to be less attractive or is a boarderline case, and at the same time the project planners deem that there are substantial benefits which are intangible then the project EIRR anaysis is to be supported by detailed descriptive statements and assessments on such benefits.

For projects of less than Rs. 100 Crore costs, the Benefits Assessment are to be as per 9.1 and 9.2 given above, with EIRR being optional.

**RAJIV GANDHI NATIONAL DRINKING WATER MISSION** 

# National Rural Drinking Water Programme

Movement towards Ensuring People's Drinking Water Security in Rural India Framework for Implementation

Department of Drinking Water Supply Ministry of Rural Development Government of India



Secretary Government of India Ministry of Rural Development Department of Drinking Water Supply 247, 'A' Wing, Nirman Bhawan, New Delhi-110 018 Tel.: 23061207, 23061245 Fax : 23062715 E-mail : secydws@nic.in, rajwant.sandhu@nic.in

April 23, 2010

### Foreword

l qhjkton l aw

Ms. RAJWANT SANDHU

Historically, drinking water supply in the rural areas in India has been outside the government's sphere of influence. Community-managed open wells, private wells, ponds and small-scale irrigation reservoirs have often been the main traditional sources of rural drinking water. The Government of India's effective role in the rural drinking water supply sector started in 1972-73 with the launch of Accelerated Rural Water Supply Programme (ARWSP).

During the period 1972-1986, the major thrust of the ARWSP was to ensure provision of adequate drinking water supply to the rural community through the Public Health Engineering System. The second generation programme started with the launching of Technology Mission in 1986-87, renamed in 1991-92 as Rajiv Gandhi National Drinking Water Mission. Stress on water quality, appropriate technology intervention, human resource development support and other related activities were introduced in the Rural Water Supply sector. The third generation programme started in 1999-2000 when Sector Reform Projects evolved to involve community in planning, implementation and management of drinking water related schemes, later scaled up as Swajaldhara in 2002.

The Rural Water Supply (RWS) sector has now entered the fourth phase with major emphasis on ensuring sustainability of water availability in terms of potability, adequacy, convenience, affordability and equity while also adopting decentralized approach involving PRIs and community organizations. Adequate flexibility is afforded to the States/UTs to incorporate the principles of decentralized, demand driven, area specific strategy taking into account all aspects of the sustainability of the source, system, finance and management of the drinking water supply infrastructure. Adoption of appropriate technology, revival of traditional systems, conjunctive use of surface and ground water, conservation, rain water harvesting and recharging of drinking water sources have been emphasised in the new approach.

In the RWS sector sustainability of drinking water sources and systems are a major issue. As a consequence, ensuring availability of drinking water both in terms of adequacy and quality, on a sustainable basis, is the major challenge. Water quality is impacted due to ground water table falling due to excessive drawals. The levels of natural contaminants such as fluoride and arsenic and man-made chemical pollutants such as pesticides and insecticides are high in many areas. The biological contamination of large number of drinking water sources is a serious problem, primarily due to prevalent open defecation and insanitary conditions around the drinking water sources in rural India. With the basic sanitation programme being implemented in the villages, the prevalence of water borne diseases such as diarrhea, cholera, etc. is seen to have decreased, but the incidence is still relatively high in some parts of the country. Rural water supply programme must be integrated with sanitation and coordinated with primary health care and other related programmes. The new guidelines seek to promote this by formulating a coordinating mechanism that must also ensure convergence of related programmes such as NRHM, ICDS, SSA and Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS).

From an institutional perspective, the modified policy recommends supporting the transfer of management and financial responsibility to the lowest level to the Panchayati Raj Institutions and, in particular the Village Water Supply and Sanitation Committees formed as Standing Committees of the Gram Panchayat. The transfer of responsibility would require provision of management and financial autonomy to the PRIs, VWSC, community organizations, as adequate and appropriate for their roles. This would enable the community to obtain a higher quality of services and minimize capital and maintenance cost, through competitive selection of service providers among existing public and private agencies and other organizations.

In order to safeguard the availability and quality of rural drinking water in India, this sector must have effective priority over other uses. Therefore, protection of ground water sources from excessive abstraction must be addressed, otherwise the costs of providing safe drinking water will continue to escalate. These issues can only be addressed with a multi-sectoral approach and a broad resource management perspective. Formulation of District Water Security Plans is an imperative. This will require development of institutional capabilities at the District Planning Board/ZP and GP/village level for preparing holistic plans for which provision must be made through allocation of funds as well as defining the institutional mechanism for capacity building and management of the RWS sector.

In rural India the spatial and social organization is such that the concept of a community can be interpreted synonymously with the concept of habitations. The rural habitation is often a unit of differentiation used to define a community based on caste and creed and also by members who by and large share common language and cultural characteristics. Often, people from the socially backward classes living in a cluster are not able to access water from the common water supply schemes located in the main village. To ensure availability of potable drinking water on sustainable basis in SC/ST dominant habitations, the States and UTs are required to commit adequate funds for these habitations.

Women generally manage domestic water needs. They are the pivot around whom the entire sustainability paradigm is evolved. It is, therefore, of critical importance that women are involved at all the stages of planning, implementation and management of rural water supply schemes. Moreover, women's associations can provide a strong framework for community participation.

The RWS norms and guidelines need to be flexible and broad-based for facilitating the community/VWSC for planning RWS projects based on the principle of demand responsive planning rather than adoption of universal norms and standards.

Based on these considerations the ARWSP has been modified as National Rural Drinking Water Programme (NRDWP) for the Eleventh Plan period. It is sincerely hoped that the new regime will help in providing adequate and potable drinking water on a sustainable basis to all persons living in the rural areas of our country.

Sd/-(RAJWANT SANDHU)

### Contents

| Forew  | ord                             | iii  |
|--------|---------------------------------|------|
| Abbre  | viations                        | viii |
| Units  | of Measure                      | ix   |
| Nation | al Policy Framework             | 1    |
| 1.     | National Goal                   | 1    |
| 2.     | Basic Principles                | 1    |
| 3.     | Vision and Objectives           | 1    |
| 3.1.   | Vision                          | 1    |
| 3.2.   | Objectives                      | 1    |
| 4.     | ParadigmShift                   | 2    |
| 5.     | Steps to Ensure Source Security | 3    |
| 6.     | Long Term Sustainability        | 4    |

| 7.           | Critical Issues   |          |  |  |
|--------------|---|----------|--|--|
| 8.           | Norms   | 5        |  |  |
| The P        | Programme   | 7        |  |  |
| 9.           | Modified Programme  | 7        |  |  |
| 9.1.         | Modification  | 7        |  |  |
| 9.2.         | Components of the NRDW Programme                                | 8        |  |  |
| 93           | Flexible Policy   |          |  |  |
| 94           | Criteria for Allocation of Funds under NRDWP                    | 10       |  |  |
| 9.4.         | Incentive Funds   | 10       |  |  |
| 9.5.         | $\Omega \& M$ Fund  | 11       |  |  |
| 9.0.         | Drovision of Drinking Water in Dural Schools & Angenwedia       | 11       |  |  |
| 9.7.         | Public Escilitics for Drinking Water                            | 12       |  |  |
| 9.0.<br>0.0  | Formarking of Funds for SCs and STs/SCP and TSP Component       | 12       |  |  |
| 9.9.<br>0.10 | Conden Empowerment and Budgeting                                | 12       |  |  |
| 9.10.        | Support Activities  | 13       |  |  |
| 10.          | Support Activities  | 13       |  |  |
| 10.1.        | Communication and Constitut Development                         | 14       |  |  |
| 10.2.        | Communication and Capacity Development                          | 15       |  |  |
| 10.3.        | Management Information System                                   | 15       |  |  |
| 10.4.        | Research and Development  | 15       |  |  |
| 10.5.        | Programme and Project Monitoring and Evaluation                 | 16       |  |  |
| 11.          | Other Support Activities  | 17       |  |  |
| 11.1.        | Rigs and Hydro Fracturing Units                                 | 17       |  |  |
| 11.2.        | Monitoring and Investigation Units                              | 17       |  |  |
| 11.3.        | External Support Agencies                                       | 17       |  |  |
| Deliv        | erv Mechanism   | 19       |  |  |
| 12           | Institutional Set Un  | 19       |  |  |
| 12.1         | National Level  | 19       |  |  |
| 12.1.        | National Technical Support Agencies                             | 19       |  |  |
| 12.3         | Role of National Informatics Centre                             | 19       |  |  |
| 12.3.        | State Level   | 20       |  |  |
| 12.5.        | District Level  | 20       |  |  |
| 12.6         | Village / Gram Panchavat Level 2                                |          |  |  |
| 12.7.        | Role of NGOs and CSOs   |          |  |  |
|              |   |          |  |  |
| Plann        | ning, Fund Release And Monitoring                               | 23       |  |  |
| 13.<br>14    | Comprehensive Weter Security Action Disn (CWCAD)                | ∠3<br>22 |  |  |
| 14.<br>15    | Diaming   | 25<br>25 |  |  |
| 15.          |   | 23       |  |  |
| 10.          | Polesse of Funds  | 23       |  |  |
| 17.          | Release of Funds  |          |  |  |
| 18.          |   | 29       |  |  |
| 19.          | Monitoring  | 30       |  |  |
| 19.1.        | Online Monitoring   | 30       |  |  |
| 19.2.        | State Level   | 31       |  |  |
| 19.3.        | Community Monitoring and Social Audit                           | 32       |  |  |
| 20.          | Regulation & Pricing  | 52       |  |  |
| Exit I       | Policy  | 35       |  |  |
| Anne         | xures   | 37       |  |  |
| Annex        | cure I  | 37       |  |  |
| A. Noi       | A. Norms for Providing Potable Drinking Water in Rural Areas 37 |          |  |  |
|              | 290   |          |  |  |

| B. Norms for C    | overage   | 37 |
|-------------------|---|----|
| C. Definitions of | of Joint Monitoring Programme for MDG                         | 37 |
| D.Parameters o    | f Potability - Safe Drinking Water                            | 39 |
| Annexure II       | Guideline for Implementation of Sustainability – Swajaldhara  | 40 |
|                   | Project   |    |
| Annexure III      | Framework for Water Quality Monitoring & Surveillance         | 44 |
|                   | (WQM&S)   |    |
| Annexure IV       | Communication and Capacity Development Unit (CCDU)            | 51 |
| Annexure IV-A     | IEC Guidelines for Rural Drinking Water Supply                | 54 |
| Annexure IV-B     | Strategy for Implementation of HRD Campaign                   | 62 |
| Annexure IV –     | C Guidelines for Engaging Technical Experts in Rural Water    | 63 |
|                   | Supplyand Sanitation Sector                                   |    |
| Annexure V        | Guideline on Computerisation and Management Information       | 66 |
| Sys               | stem (MIS)  |    |
| Annexure VI       | Policy Guidelines on Research and Development for Rural Water | 70 |
| S                 | upply and Sanitation Sector                                   |    |
| Annexure VII      | Institutional Set Up at State, District and Village Levels    | 74 |
| Annexure VIII     | Memorandum of Understanding between State Government          | 82 |
|                   | of and the Department of Drinking Water Supply,               |    |
|                   | Ministry of Rural Development, Government of India            |    |
| Annexure IX       | Proforma for Release of Funds Under National Rural Drinking   | 85 |
|                   | Water Programme (NRDWP)                                       |    |
| Annexure X        | Utilization Certificate for the Year 20 -20                   | 89 |

### Abbreviations

| AMC   | Annual Maintenance Contract                   |
|-------|---|
| ASHA  | Accredited Social Health Activist             |
| BIS   | Bureau of Indian Standards                    |
| CAG   | Comptroller and Auditor General of India      |
| CBO   | community-based organisation                  |
| CCDU  | Communication and Capacity Development Unit   |
| CEE   | Centre for Environment and Education          |
| CGWB  | Central Ground Water Board                    |
| CSE   | Centre for Science and Environment            |
| CSIR  | Council of Scientific and Industrial Research |
| CWC   | Central Water Commission                      |
| CWSAP | Comprehensive Water Security Action Plan      |

| DA     | Dearness Allowance                            |  |
|--------|---|--|
| DDP    | Desert Development Programme                  |  |
| DPAP   | Drought Prone Areas Programme                 |  |
| DPR    | Detail Project Report                         |  |
| DWSM   | District Water and Sanitation Mission         |  |
| GIS    | Geographical Information System               |  |
| GoI    | Government of India                           |  |
| GP     | Gram Panchayat                                |  |
| GPS    | Global Positioning System                     |  |
| GSI    | Geological Survey of India                    |  |
| HADP   | Hill Areas Development Programme              |  |
| HRD    | human resource development                    |  |
| ICT    | Information and Communication Technologies    |  |
| IEC    | information, education and communication      |  |
| IMIS   | Integrated Management Information System      |  |
| IT     | Information Technology                        |  |
| IIH&PH | Indian Institute of Hygiene and Public Health |  |
| IIRS   | Indian Institute for Remote Sensing           |  |
| IIT    | Indian Institutes of Technology               |  |
| M&I    | Monitoring and Investigation                  |  |
| MIS    | Management Information System                 |  |
| MoU    | Memorandum of Understanding                   |  |
| NGO    | Non-governmental organisation                 |  |
| NGRI   | National Geophysical Research Institute       |  |
| NIC    | National Informatics Centre                   |  |
| NICSI  | National Informatics Centre Services Inc.     |  |
| NICD   | National Institute of Communicable Diseases   |  |
| NIRD   | National Institute of Rural Development       |  |
| NPC    | National Project Committee                    |  |

| GNREGS   | Mahatma Gandhi National Rural Employment Guarantee Scheme       |
|----------|---|
| NRDWQM&S | National Rural Drinking Water Quality Monitoring & Surveillance |
| NRHM     | National Rural Health Mission                                   |
| NRSC     | National Remote Sensing Centre                                  |
| NRDWP    | National Rural Drinking Water Programme                         |
| O&M      | operation and maintenance                                       |
| OBC      | Other Backward Classes  |
| PHC      | Primary Health Centre   |
| PHED     | Public Health Engineering Department                            |
| PRI      | Panchayati Raj Institution                                      |
| R&D      | Research and Development  |
| RDBMS    | Relational Data Base Management System                          |
| RGNDWM   | Rajiv Gandhi National Drinking Water Mission                    |
| SC       | Scheduled Caste   |
| SHG      | self help group   |
|          |   |

| SLSSC | State Level Schemes Sanctioning Committee  |
|-------|--|
| ST    | Scheduled Tribe                            |
| STA   | State Technical Agency                     |
| SWOT  | Strengths-Weaknesses-Opportunities-Threats |
| SWSM  | State Water and Sanitation Mission         |
| ТА    | travelling allowance                       |
| TSC   | Total Sanitation Campaign                  |
| UT    | Union Territory                            |
| VAP   | Village Action Plan                        |
| VWSC  | Village Water and Sanitation Committee     |
| WSSO  | Water and Sanitation Support Organisation  |
| WHO   | World Health Organisation                  |
| WQM&S | Water Quality Monitoring & Surveillance    |

### Units of Measure

lpcd litres per capita per day m metre

## National Policy Framework

#### **1. National Goal**

To provide every rural person with adequate safe water for drinking, cooking and other domestic basic needs on a sustainable basis.

This basic requirement should meet minimum water quality standards and be readily and conveniently accessible at all times and in all situations.

#### 2. Basic Principles

- Water is a public good and every personhas the right to demand drinking water.
- It is the lifeline activity of the Government to ensure that this basic need of the people is met.
- To increase economic productivity and improve public health, there is an urgent need to immediately enhance access to safe and adequate drinking water and Government should give highest priority to the meeting of this basic need for the

most vulnerable and deprived sections of society.

- The ethic of fulfillment of drinking water needs to all should not be commercialized and denied to those who cannot afford to pay for such service.
- Drinking water supply cannot be left to the market forces alone. The importance of providing livelihood supply to all and its vital linkage with the health of the people must be recognized.
- As such, the emphasis is more on Public-Public Partnership (such as between Gram Panchayat and PHED for in-village distribution of drinking water) rather than commercialization of drinking water supply by private agencies.
- User charges of the water supply system should have an in-built component of cross-subsidy to ensure that the economically backward groups are not deprived of this basic minimum need.

#### **3. Vision and Objectives**

#### 3.1. Vision

Safe drinking water for all, at all times, in rural India.

#### 3.2. Objectives

- To ensure permanent drinking water security in rural India.
- To ensure drinking water security through measures to improve /augment existing drinking water sources and conjunctive use of groundwater, surface-water and rain water harvesting based on village water budgeting and security plan prepared by the community/local government.

- Delivery of s ervices by the system for its entire design period of quality of water in conformity with the prescribed standards at both the supply and consumption points.
- Issue of potability, reliability, sustainability, convenience, equity and consumers preference to be the guiding principles while planning for a community based water supply system
- To enable communities to monitor and maintain surveillance on their drinking water sources;
- To ensure that all schools and anganwadis have access to safe drinking water;
- To provide enabling environment for Panchayat Raj Institutions and local communities to manage their own drinking water sources and systems;
- To provide access to information through online reporting mechanism with information placed in public domain to bring in transparency, accountability and informed decision making;

#### 4. Paradigm Shift

- It is observed that water supply schemes designed to provide 40 lpcd for the entire population in a habitation are often not providing educate drinking water to people living at the tail end of the schemes or throughout the year.
- As such there is a need to move ahead from the conventional norms of litres per capita per day (lpcd) norms to ensure drinking water security for all in the community.
- While initiating this move from lpcd to drinking water security at the State, District and Village levels, it is important to ensure that the basic minimum requirement at the household level for drinking and cooking needs and also for other household needs and cattle are met.

- Water supply for drinking and cooking should maintain quality as per the prescribed as per BIS standards and for other household and animal needs, the water should be of acceptable standard.
- To prevent contamination of drinking water in the conveyance system, it is advisable to adopt 24 x 7 supply where ever possible. The cost of water supply provision beyond the basic minimum need must be borne by the consumers.
- To ensure this, it is important to maintain potability and reliability of drinking water quality standards both at the production (water treatment plant) as well as at the consumption points (household level).
- Focus on personal hygiene, and proper storage at the house hold level i.e. at the family level will ensure reduction of disease burden leading to improved quality of life and well being of the community.
- For ensuring quality of water, Bureau of Indian Standard (BIS) IS: 10500 was formulated in 1990. World Health Organization has also issued modified Guidelines for Drinking Water Quality (2004) and Guidelines for safe use of wastewater and grey water (2006). Both the guidelines adopted health based target setting approach.
- Health based target is based on the total exposure of an individual to contamination and moves from reliance on end product testing of water quality to risk assessment and risk management of water supplies commonly known as 'water safety plan'.
- Water safety plan links the identification of a water quality problem with a water safety solution. It includes both water quality testing and also sanitary inspection to determine appropriate control measures. It is a quality assurance

tool that ensures protection of the water quality from the catchment to the consumer and from the tap to the toilet.

- Health based target needs to be established for using groundwater, surface water, rainwater and reused/recycled water. For each, the use rather than the source should determine the quality of the water supplied.
- This therefore emphasizes the need to establish quality assurance programmes for water supplies to reduce the potential risk of contamination of water supply. This has been indicated under 'Water Quality Monitoring & Surveillance Programme' (Annexure III).
- Installation of a water supply system in a habitation does not confer on the habitation the status of a fully covered habitation unless every house hold in the habitation has been fully covered with potable water in sufficient quantity.
- To enable the community to plan, implement and manage their own water supply systems, the State should transfer the program to the PRIs particularly to the Gram Panchayats for management within the village.
- Based on the above, the "Accelerated Rural Water Supply Programme" has been renamed as "National Rural Drinking Water Programme (NRDWP)".

#### 5. Steps to Ensure Source Security

- Because of its vulnerability under different circumstances, in order to achieve water security at the individual household level, the water supply system should not depend on a single source.
- During natural calamity or pollution of different sources, the single

drinking water source may either become non-potable or inaccessible resulting in acute shortage of drinking water availability to many, especially to the marginalised people and cattle.

- Water security involves conservation and storage of water by utilising different sources for different use viz. properly collected and stored rainwater, treated surface water/ground water for drinking and cooking, untreated water for bathing and washing and grey water/spent water for flushing of toilets.
- To ensure risk and vulnerability reduction on such occasions and to ensure reliability and sustainability, a good frame work should consider different drinking water sources accessible in different situations and different points of time.
- Adopt 'Wise Management of Water' for the equitable use, management and allocation of water for domestic purpose which involves optimizing the use of both conventional and non-conventional water resources and focuses on both 'water quality and water quantity' by providing solutions from the catchment to the consumer.
- Adopting integrated approach by revival of traditional systems, conjunctive use of surface and ground water, storage of rain water harvesting both at the community level and at the household level will ensure risk and vulnerability reduction
- Harvesting and storage of rain water for drinking both at the community level and at the household level will ensure drinking water security even in adverse conditions for a few months. With sufficient storage capacity this may even be sufficient for the whole year.
- For all ground water based water supply schemes, whether old or new,

ground water recharging mechanism should constitute an integral part of the system design.

- For ground and surface drinking water sources, it is of utmost importance to protect the catchment to prevent its pollution from human and animal excreta and other sources of bacteriological contamination. Well designed bunds, channels, bed protection, and convergence with Total Sanitation Campaign and Mahatma Gandhi National Rural Employment Guarantee Scheme for low cost waste water management through stabilization ponds, are a pre-requisite for ground and surface drinking water source protection.
- Convergence with the MGNREGS program for construction of new ponds and rejuvenation of the old ponds, including de-silting, should be built into the system design and execution.
- Excess rain water at the household and community level should be recharged into the ground aquifer wherever feasible which will not only improve ground water quality but will also ensure its adequacy.
- To ensure household level drinking water security and potability, community standalone water purification systems could also be promoted.
- A suitable blend of all the above approaches will lead to wise water management of drinking water at community level.

#### 6. Long Term Sustainability

 To ensure lifeline drinking water security under all circumstance and at all times, it may be required to have an alternate sub district, district and or state level water supply system in the form of a grid supplying metered bulk water to GPs/ village by adopting an appropriate system of pricing. But this does not undermine the philosophy of importance of multiple sources and conjunctive use of water.

- State or district or sub district level grid could be in the form of major pipelines, canals or any other appropriate system connecting major water bodies/sources.
- Treatment could be at the delivery point or at the source.

#### 7. Critical Issues

The major sector issues that need to be tackled during the Eleventh Plan period can be summarized as follows:

- Despite the impressive coverage of provision of safe drinking water facilities in the rural areas, there is considerable gap between the designed service level for which the infrastructure has been created and the service available at the household level.
- The issue of sustainability of source and system for ensuring supply of potable water are cited as the two major constraints in achieving the national goal of providing drinking water to all.
- Further, the programme has so far mainly been managed by the Government (except Swajaldhara projects), without active participation of the stakeholders. This has posed a hindrance to the development of more efficient and lower cost options for service delivery and also denied an opportunity to users to exercise their options as consumers to demand better service delivery.
- In the years to come, the rural water supply programme will face serious challenges by way of meeting the expanding needs of a fast growing population, increasing demand for higher service levels accompanied

by rapid depletion of fresh water availability due to climate change.

- Factors which have contributed to the rapid deterioration of the water supply facilities resulting in non availability of the designed service are: over dependence on ground water and depletion of ground water levels which also increases the incidence of quality problems; sources going dry leading to systems becoming defunct due to competing demands of ground water from other sectors, poor recharge, large scale deforestation and lack of protection of catchment areas, heavy emphasis on creation of new infrastructure but poor attention to the maintenance of existing systems; poor ownership of water supply systems and sources by the rural community and poor operation and maintenance; neglect of traditional water sources, systems and management practices.
- Agriculture uses nearly four-fifths of the fresh water and various studies indicate that current farming practices waste at least 60 percent of this water. In water scarce areas foods/grain products that are sent to other parts of the country as commercial commodity takes away large quantity of water (about 3,000 litres of water required to grow 1 kg. of rice) from that area through these products, by what is known as 'virtual water' transfers. There is enormous scope for improvement by adopting community ground water monitoring, crop water budgeting and social regulation of water for ensuring fresh water availability for drinking on a sustainable basis in water scarce areas.
- In the context of resource constraints and competing demands on resources and inter se priorities, it is unlikely that the Government alone would be able to meet the challenge. The cost sharing arrangements

should encourage involvement of the Central Government, State Government, PRIs, beneficiaries and other stakeholders. The PRIs need to own and manage the drinking water supply systems created.

#### 8. Norms

- To make norms and guidelines broadbased and allow flexibility to the community to plan water supply schemes based on their needs and to suit the local requirement, it is recommended that desirable service level should be decided in consultation with the community.
- Level of service should be linked to the issue of demand, commonly expressed through user's basic need for a particular level of service and satisfaction at household level on sustainable basis.
- The goal should be to move up the Water Ladder of service delivery so that ultimately all rural households are provided with adequate piped safe drinking water supply within the household premises. This is necessary to relieve women and girls especially, from the drudgery of

fetching water, address malnutrition issues, and increase the time available for education and leisure, while also preventing contamination likely while fetching water from a distant source.

- The basic minimum level of potable drinking water supply in rural areas that has been adhered to since the inception of ARWSP is given at Annexure I.
- A habitation in which all the households do not have the basic minimum drinking water facility of potable quality at a convenient location on a sustainable basis is to be considered as uncovered.
- There is no distinction between habitations not covered due to quality or quantity aspects since in either case the same steps are to be taken to provide alternate potable and adequate water to the household.
- Coverage of a particular habitation should be indicated based on these criteria.
- The issue of equity and basic minimum needs is to be considered while designing the schemes and planning investment.

### The Programme

#### 9. Modified Programme

#### 9.1. Modification

Household level drinking water security

- Starting with the Eleventh Plan, the endeavor is to achieve drinking water security at the household level. Average per capita availability may not necessarily mean assured access to potable drinking water to all sections of the population in the habitation.
- Under the plan, all the remaining habitations with population coverage from 0% population coverage to below 100% population coverage and existing and newly identified quality affected habitations are to be covered, sustainability of water supply schemes has to be ensured and "slip backs" are to be contained. Priority has to be given to coverage of 0% and 0-25% population coverage habitations and quality affected habitations in planning.

 The maintenance of water supply systems, ensuring water quality, reliability and convenience of availability to every rural household in an equitable manner has been given priority.

#### Conjunctive use of water

 To move from over-dependence on one source of drinking water to the conjunctive use from several sources, viz., ground, surface water and rainwater harvesting including recharge/roof water collection and bulk transfer through pipelines.

#### **Decentralised approach**

- The fundamental basis on which drinking water security can be ensured is the decentralized approach through Panchayati Raj Institutions (PRIs) and community involvement.
- This needs to be achieved in Mission mode by involving the community and at the same time enriching their knowledge and skills in a way that rural households and communities are truly empowered to manage and maintain their drinking water sources and systems.
- It is necessary to build a warehouse of information and knowledge at the State and district levels which can regularly contribute to bringing the "hardware" technologiesof conventional/unconventional/innovat ive systems of water supply and link the same to the "software" of skills, knowledge, enthusiasm and desire for ownership of the water supply projects by the communities and Panchayati Raj Institutions themselves.
- The in-village water supply schemes to be planned, approved, implemented, managed, operated and maintained by the PRIs and local community;

- The State Government and/ or its agencies/public utilities may shoulder the responsibility of bulk metered transfer of water, its treatment and distribution up to the village, whereas inside the village, it is the PRI or its sub-committee i.e. Water Village and Sanitation Committee (VWSC)/ Pani Samiti that is to take over the responsibility for in-village drinking water management and distribution;
- Government to play the role of facilitator and with the help of NGOs/CBOs and civil society build the capacity of local community/PRIs to manage the invillage water supply systems and sources;
- Transfer existing drinking water supply systems to communities and PRIs for management, operation and maintenance,
- Reward good performance and achievement of sustainability
- Activity mapping should be carried out indicating the process, time frame and incremental improvement towards transfer of "funds, functions and functionaries" to the three tiers of Panchayati Raj in such a way as to enable them to plan, implement and manage the rural water supply programme.
- Local planning involves preparing the community and even household level supply plan taking into consideration the available natural resources, skill and potentialities. Training of PRI functionaries and Village Water and Sanitation Committee (VWSC) members is very essential for local planning and should be adequately provided for.

#### 9.2. Components of the NRDWP

To meet the emerging challenges in the rural drinking water sector relating to availability, sustainability and quality, the components under the programme will be as follows:

i) COVERAGE for providing safe and adequate drinking water supply to unserved, partially served and slipped back habitations,

ii) SUSTAINABILITY to encourage States to achieve drinking water security at the local level,

iii) Provide potable drinking water to water QUALITY affected habitations

iv) DESERT DEVELOPMENT PROGRAMME (DDP) areas to tackle the extreme conditions of low rainfall and poor water availability,

v) Mitigate drinking water problems in rural areas in the wake of NATURAL CALAMITIES,

vi) OPERATION & MAINTENANCE (O&M) for expenditure on running, repair and replacement costs of drinking water supply projects, and vii) SUPPOPT activities

vii) SUPPORT activities.

#### (i) At the Central Level

- NRDWP (Coverage): 30% of the annual NRDWP funds will be allocated for Coverage, which will be allocated amongst States/UTs on the basis of prescribed interstate allocation criteria. The funding pattern for this component will be on 50:50 basis except for the North– East States and Jammu & Kashmir for which the funding pattern will be on 90:10 basis between the Centre and the States.
- NRDWP (Water Quality): 20% of the annual NRDWP funds will be allocated for tackling water quality problems to enable rural communities to have access to potable drinking water. The funding pattern for this component will be on 50:50 basis except for the North– East States and Jammu & Kashmir for which, funding pattern will be on

90:10 basis between the Centre and the States.

- Operation and Maintenance: 10% NRDWP funds will be allocated to be used by the States/UTs on O&M of rural drinking water supply schemes. The funding pattern for this component will be on 50:50 basis except for the North–East States and Jammu & Kashmir for which, funding pattern will be on 90:10 basis between the Centre and the States.
- NRDWP (Sustainability) – 20% of funds will the NRDWP be earmarked for this component on a 100% Central share basis to be allocated among States/UTs, which will be used to encourage States/ UTs to achieve drinking water security through sustainability of sources and systems. This component will be implemented in the form of decentralized. community-managed, demandprogramme driven on broad Swajaldhara principles wherein innovations will be encouraged. sharing Capital cost by the community is left to the state to decide. The component will be funded fully by the Center (State share not required for the component).
- States will be required to prepare districtwise Drinking Water Security Plan and funds under NRDWP will be used to fund the gap in the plan.
- NRDWP (DDP Areas): 10% of the annual NRDWP allocation will be assigned amongst States having DDP blocks/districts. This will be funded on 100% Central share basis.
- NRDWP (Support): 5% of NRDWP funds on a 100% Central share basis will be used for different support activities which will be required to be carried out in order to enable the rural communities to have access to assured availability of potable

drinking water, use of advanced technology, viz. satellite data/ imagery; GIS mapping; MIS and computerization; etc. and other sector support activities, viz. water quality monitoring & surveillance programme; IEC; water testing laboratories; HRD in the sector; training, conferences, seminar, R&D activities, CCDU, etc.

 NRDWP (Natural calamity): 5% of the NRDWP funds will be retained by DDWS and used for providing assistance to States/UTs to mitigate drinking water problems in the rural areas in the wake of natural calamities.

#### (ii) At the State Level

At the State level the programme funds available for different components will be as follows:

- 10% for O&M with 50:50 cost sharing between Centre & State except for the North–East States and Jammu & Kashmir for which, funding pattern will be on 90:10 basis between the Centre and the States.
- 20% for sustainability and 5% for support activities as 100% grant in aid from Centre.
- 45% for coverage and 20% for water quality on 50:50 cost sharing except for the North–East States and Jammu & Kashmir for which the funding pattern will be on 90:10 basis between the Centre and the States.
- Funds released to the State for the year in wake of natural calamity, if any, as 100% grant in aid from Centre.

#### 9.3. Flexible Policy

 There will be incentives for States to decentralize and hand over water supply systems for management, operation and maintenance to Gram Panchayat. Since there is a wide variation among States in the number of habitations having water quality problems and left over uncovered habitations, funds under different NRDWP, components of viz. Coverage and Water Quality will be allocated to States/UTs with the flexibility choose to the component(s) under which, they would like the funding to be provided. As such up to 65% of the funds available at State level can be used for tackling coverage or water quality.

- The allocation for Sustainability component is limited to 20% on a 100% grant-in aid basis. States that propose to utilize less than 20% against the Sustainability component will have to furnish justification to DDWS for decision in the matter.
- The allocation for Sustainability will be used exclusively to achieve drinking water security by adopting conjunctive use of surface water, rain water and ground water and construction of water recharging structures with major emphasis on quality affected areas, water overexploited, critical and semicritical areas as specified by CGWB, and any other area that the State Government has identified as water stressed area. Basic Swajaldhara principles of community and PRI based planning, implementation and management of the schemes are to be adopted. Under this component preparation Village Water of Security Plan will be necessary. Guidelines for planning and implementation Sustainability of projects are at Annexure II.
- For taking up sustainability projects it is to be ensured that the existing and proposed rural drinking water sources are directly recharged and for that the detailed manual on "Mobilising Technology for Sustainability" issued by the

Department of Drinking Water Supply, Government of India may be referred for planning, design and implementation of such projects.

 There are many fields where technical support would be required by the States to

achieve the long term goal of the sector. support for water quality Thus, monitoring & surveillance, water testing laboratory, information, education and communication, human resource development, engaging State Technical Agency for preparation of projects, technical scrutiny and evaluation of rural water supply schemes can be accessed NRDWP. under Hydro-geomorphological satellite-data maps. imagery, GIS mapping systems, use of GPS system for unique identification of habitations and water sources and delivery points, support for successfully

deploying the central online monitoring system (IMIS) and such other activities will also be supported. Expenditure will be met within the 5% Support Fund assigned to the States.

#### 9.4. Criteria for Allocation of Funds under NRDWP

Criteria for allocation of funds to the States under the NRDWP w.e.f. 25.2.2010 will be as under:

• In case of NRDWP (DDP Areas), the criteria for allocation of funds would be the same as that for the other components except that the relevant information pertaining to rural areas of DDP blocks would be

| S. No. | Criteria                                       | Weightage (in %) |
|--------|--|------------------|
| i.)    | Rural population                               | 40               |
| ii)    | Rural SC and ST population                     | 10               |
| iii)   | States under DDP, DPAP, HADP and special       |                  |
|        | categoryHill States in terms of rural areas    | 40               |
| iv)    | Rural population managing rural drinking water |                  |
|        | supply schemes                                 | 10               |
|        | Total  | 100              |

\* Within the DDP areas, considering the ratio of the population supported in these two areas, Hot Desert Areas would be given weightage of 90% and Cold Desert areas would be given weightage of 10%.

considered. The Desert Development Programme was in operation in 131 blocks of 21 districts in 5 States up to 1994-95. On the recommendations of the Hanumantha Rao Committee, 32 new blocks were brought within the purview of the programme and 64 blocks were transferred from DPAP. Consequently, coverage of the programme was extended to 227 blocks of the country w.e.f. 1.4.1995. With the reorganization of districts and blocks, the programme is under implementation in 235 blocks of 40 districts in 7 States. The States Government Agency in charge of Rural Water Supply Programme should ensure that funds released for DDP blocks are released to the respective district within which the DDP blocks falls, for taking up rural water supply projects in these blocks only. The States where DDP is under implementation along with the number of blocks and area are indicated in the table below:

• The allocation of Central assistance under the NRDWP for a financial year

would be communicated to the States/UTs at the beginning of the financial year.

#### 9.5. Incentive Funds

- In the criteria for allocation of funds to States/UTs, 10% weightage has been given for "rural population managing rural drinking water supply schemes".
- This criterion for allocation will be used as incentive to States for decentralization and reforms in the sector.
- To encourage the States to bring in reforms and decentralize the rural drinking water supply sector, the States/Uts would provide the detailed information regarding "rural population managing rural drinking water supply schemes" before 31<sup>st</sup> March every year to enable the Department to finalize the

allocation in the beginning of the next financial year.

- To achieve this 'Activity mapping' should be carried out clearly indicating the process, time frame and incremental improvement towards transfer of "funds, functions and functionaries" to the three tiers of Panchayati Raj Institutions.
- From this Incentive fund, States/UTs may take up innovative projects to further the ongoing decentralization process.

#### 9.6. O&M Fund

 The 13th Central Finance Commission has recommended separate grants to PRIs, which could be used to partly meet the operation and maintenance expenditure incurred by the PRIs on ensuring potable drinking water supply.

| S. No. | State           | Number of<br>Districts | Number of<br>Blocks | Area in sq. kms. |
|--------|-----------------|------------------------|---------------------|------------------|
| 1.     | Andhra Pradesh  | 1                      | 16                  | 19136            |
| 2.     | Gujarat         | 6                      | 52                  | 55424            |
| 3.     | Haryana         | 7                      | 45                  | 20542            |
| 4.     | Himachal radesh | 2                      | 3                   | 35107            |
| 5.     | Jammu&          | 2                      | 12                  | 96701            |
| 6.     | Kashmir         | 6                      | 22                  | 32295            |
| 7.     | Karnataka       | 16                     | 85                  | 198744           |
|        | Rajasthan       |                        |                     |                  |
|        | Total           | 40                     | 235                 | 457949           |

10% NRDWP fund will be allocated for O&M among States/UTs and matching States/UTs will make contribution, which along with funds the provided under Finance Commission's recommendations as grants to PRIs will be used to meet the O&M expenditure on drinking water supply. It would be desirable to deposit such O&M contributions in a corpus fund linked to the project operated by PRI itself.

All water supply schemes within the GP shall be maintained by the Gram Panchayat. For multi -village or bulk water supply schemes the source, treatment plants, rising mains etc., shall be maintained by PHED or the concerned agency while the distribution and other components within the village are to be maintained by the GP. State Governments shall endeavor to develop sustainable sources of funding for maintenance of rural water supply schemes and shall ensure that the Central and State Finance Commission and O&M funds release by DDWS is properly utilized.

9.7. Provision of Drinking Water in Rural Schools & Anganwadis

- All the States are required to compile data from the State Education Department and Women and Child Development Department regarding the rural schools & anganwadis in existence and the number of them having drinking water facilities and feed this data online in the IMIS.
- The remaining Government rural schools and Anganwadis (located in Government/community buildings) are to be provided with drinking water facilities by end 2010-11.
- A part of this work will be accomplished through the funds provided by Central Finance Commission and the rest would have to be covered under the NRDWP, in addition to the work of covering uncovered habitations.
- Expenditure for this purpose would also be shared by the Central and State Government on 50:50 basis from the funds allocated for NRDWP (Coverage).
- States would be required to fix targets for coverage of rural schools and report achievements online to the DDWS on a monthly basis.
- This activity is to be carried out in coordination with SSA, ICDS, NRHM and Department of Social Welfare.

9.8. Public Facilities for Drinking Water

- In the rural context, drinking water is to be provided under NRDWP to every public place, including school, anganwadi, public building, PRI office, community halls, markets, temples, religious institutions, market places, mela ground, cremation ground etc,.
- Provision of drinking water facilities will also address the needs of floating population by installing street stand posts at convenient locations.

9.9. Earmarking of Funds for SCs and STs/SCP and TSP Component

- To accelerate the assured availability of potable drinking water on a sustainable basis in SC and ST dominant habitations, the States/UTs are required to earmark at least 25% of the NRDWP funds for drinking water supply to the dominated habitations and a SC minimum of 10% for the ST dominated habitations. Habitations in which more than 40% of the population belongs to SCs are considered as SC dominated and with more than 40% STs are considered as ST dominated.
- States that have achieved full coverage of SC/ ST households with adequate safe drinking water as per the State norms may incur lower level of expenditure on SC/ST but not in any case below the percentage of SC and ST population in the State.
- Where the percentage of SC or ST population in a particular State is high and warrants earmarking/utilization of more than the stipulated provisions, additional funds may be utilized.
- The State Governments/UT Administration may separately monitor the status of assured availability of potable drinking water in SC/ST habitations.

9.10. Gender Empowerment and Budgeting

- Women generally manage domestic water, and an essential ingredient of community participation is to improve women's involvement in the democratic decisionmaking process.
- Since women are the principal beneficiaries of this programme and are the pivot around whom sustainability revolves, it is of critical importance that women are involved at all the stages of planning, implementation and

management of rural water supply schemes.

- Women's associations could provide a strong framework for community participation.
- Handpump mistries under various skill development programmes and other training schemes should also include women of the local areas/habitations as they can take better care of the operation and maintenance of the handpumps than others.
- There should be women caretakers for handpumps in the habitations.
- Certificate about satisfactory completion of the schemes may be obtained from women groups in the habitations.
- Women, especially those belonging to SCs, STs and OBCs, should constitute at least 50% of the members of the Village Water and Sanitation Committees (VWSC).
- VWSC is the Standing Committee of the Gram Panchayat except for 6th Schedule Areas. Provision for participation of representatives of SCs, STs and other backward classes in VWSC should be a priority.

#### **10. Support Activities**

NRDWP (Support): 5% of NRDWP funds will released to States every year undertaking for software support activities. No additional fund will be provided by GoI for these activities beyond the allocated amount. All the Support activities indicated below are likely to continue for the 12th Five Year Plan also. For this, each State should set up a properly staffed Water and Sanitation Support Organisation (WSSO) under the State Water and Sanitation Mission. WSSOs have to be staffed by experts in social development, development, human resource communication and IT skills and other areas as required by them in addition to engineering and technical staff that they

may already be having; These funds will be utilised, inter alia, for

i) Providing support for awareness creation and training activities taken up by the Communication and Capacity Development Units (CCDU) under the WSSO;

ii) Setting up district and sub divisional water quality testing labs and supply of field test kits and training to grass root level workers for simple water quality tests;

iii) Providing hardware and software support for MIS at the district and sub divisional level to bring in more accountability, effective monitoring and transparency in delivery of services.

Activities to be under taken by the States under this fund are mentioned below:

## 10.1. Water Quality Monitoring & Surveillance (WQM&S)

Under the National Rural Drinking Water Programme the issue of Water Quality Monitoring & Surveillance has been given due emphasis. The monitoring and surveillance results from the habitations are also to be put on the database of the Department and monitored to ensure drinking water security at the household level.

The National Rural Water Quality Monitoring & Surveillance Programme launched in February 2005 has now been merged with NRDWP.

Detailed WQM&S Guideline is at Annexure III. Broadly, the programme is as follows:

 The approach, strategy and mode of implementation of the WQM&S programme as detailed in the "Implementation Manual on National Rural Water Quality Monitoring & Surveillance Programme" issued by RGNDWM, Department of Drinking Water Supply, Ministry of Rural Development, Government of India (November 2004) needs to be adopted.

– All drinking water sources should be tested at least twice a year for bacteriological contamination and once a year for chemical contamination.

– Under NRDWP, States may establish Water Testing Laboratories at the Sub-Division level with a provision of testing few selected chemical parameters (need based) and biological parameters. Under NRHM there is a provision of testing water quality (biological parameters) at the Primary Health Centers. Such facilities, along with any other labs like college/school labs, in the area, may be used for the programme.

 The existing Field Testing Kits (FTK) may continue to be used for primary detection of chemical and biological contamination of all the drinking water sources in the villages. Fund provided for procurement of FTKs under National Rural Water Quality Monitoring & Surveillance Programme launched in February 2005 should be fully utilized.

– IEC and HRD for WQM&S are to be taken up as part of the CCDU activities.

- The services of five GP level persons who have been trained under National Rural Drinking Water Quality Monitoring & Surveillance programme since February 2006 i.e. ASHA, Anganwadi Workers, School Teachers, GP members, Social Workers etc. will continue to be utilized for the surveillance programme.

- Monitoring is to be done by entering the test results of all sources tested by the designated labs on the IMIS of DDWS. The habitation and household data must be collected by two village level members (i) VWSC member selected in the Gram Sabha and fully accountable to the Panchayat and (ii) ASHA of NRHM. They will also authenticate the test results of Field Test Kits used in the village.

## 10.2.Communication and Capacity Development

The HRD and IEC programmes under the rural water supply programme have been merged in 2004-05 and GoI provides 100% grant-in aid to establish Communication and Capacity Development Unit (CCDU) in all States/UTs. Before taking up piped water supply projects in a village, VWSC should be formed, their members trained and they should be involved in selection of source and system, estimating demand quantity, planning, monitoring, construction and in operation and maintenance. This requires targeted IEC and HRD activities in such villages. The aim is to create awareness among rural people on all aspects of rural water supply and its related issues and to enhance the capacity of the Panchayati Rai Institutions/Local Bodies/VWSC with the objective of enabling them to take up planning, implementation and operation and maintenance activities related to rural water supply systems. NRDWP (Support) funds will be provided for activities under the CCDU, as per the guidelines given in Annexure IV.

## 10.3. Management Information System

For effective planning, monitoring and implementation of NRDWP, Information Technology (IT) based Management Information System provides the following support:-

- Maintenance of habitation -level status of water supply data to ensure planning and monitoring at micro and macro level.
- Assistance for computer facilities up to subdivision level, in phases, to ensure latest technology for processing and storing data in an RDBMS and its

communication from one office to another through Internet.

- Assistance for development of village based GIS maps and its storage and processing, including procurement of digital maps from Survey of India and procurement of GPS instruments for identification and capture of the location of drinking water sources.
- Development and maintenance of customized software for enabling States and UTs to fully utilise the computing power for planning, monitoring and implementation of various activities in the sector and making the relevant data available at the central server through the IMIS application.
- NRDWP (Support) funds will be provided for MIS activities. Guideline on MIS and Computerization project is given in Annexure IV.

10.4. Research and Development

With the new issues and challenges emerging in the rural drinking water and sanitation sector. a Research & Development Advisory Committee (RDAC) has been set up under the Chairpersonship of Secretary, Department of Drinking Water Supply, Development, Ministry of Rural Government of India. The functions of the Research & Development Advisory Committee (RDAC) on rural drinking water and sanitation sector will be. interalia:

i) Identify field problems from the user departments and community organizations, viz. Non Governmental Organizations (NGOs) Communitybased organization (CBOs), voluntary agencies, etc.

ii) Generate new ideas for research, development and innovation, and fixpriority for such projects and decide thrust areas.

iii) Identify institutions and scientists for specific research, development,

innovation and pilot projects, and invite them to submit proposals.

iv) Help the identified scientists/ organizations to formulate inter-sectoral and multi-disciplinary research projects relevant to the sector.

v) Help the Department to prepare specialized and emerging science and technology related documents of current interest.

vi) Advise the Department on all such matters which will be helpful in promoting and adopting useful technology as well as research and developmental activities with specific reference to rural water supply and sanitation sectors.

vii) Promote convergence with other agencies involved in similar activities and dovetail the same for the benefit of the WATSAN sector.

- In order to consider/ approve the Research and Development projects on Rural Drinking Water and Sanitation, it has been decided to constitute a Project Sanctioning Committee under the Chairpersonship of Secretary, Department of Drinking Water Supply, Rural Ministry of Development, Government of India. The Committee will consider the recommendations of the Research and Development Advisory Committee (RDAC) while approving the projects.
- To strengthen the R&D facilities in the concerned Departments in various States, State Governments are encouraged to establish R&D cells with adequate manpower and infrastructure. R&D Cells are required to remain in touch with the premier State Technical Agency.
- The network of technical institutions may follow the guidelines issued by the Department from time to time for effective implementation of the rural water supply programme. R&D Cells are also required to be in link with the Monitoring and Investigation Unit and

study the Monitoring and Evaluation Study Reports for initiating appropriate follow up action.

- The R&D Cell should keep in touch with the documentation and information centre of the DDWS.
- Guideline indicating the thrust areas of R&D is at Annexure VI.
- •

## 10.5. Programme and Project Monitoring and Evaluation

Central Government takes up monitoring and evaluation studies through reputed organizations/ institutions from time to time.

- The State Governments may also take up similar monitoring and evaluation studies on the implementation of the rural water supply programme. Such proposal needs to be approved in the SLSSC meeting.
- 100% financial assistance will be provided by the Centre to the States for taking up such evaluation studies under Support activities fund.
- The reports of these studies should be made available to the Department and immediate corrective action should be initiated as a follow up to improve the quality of programme implementation.

#### **11. Other Support Activities**

11.1. Rigs and Hydro Fracturing Units

- The expenditure for purchase of Rigs/ Hydro fracturing units would be made by the Central Government and State Government on 50:50 basis from the normal NRDWP fund.
- A rig monitoring plan for the State should be drawn up at the beginning of the year to effect optimum utilisation of these machines and the crew.

11.2. Monitoring and Investigation Units

- A special monitoring cell and investigation unit at the State headquarters should be set up and headed by a well qualified and senior officer with necessary supporting staff.
- The Monitoring unit shall be responsible for collecting information either online or through hard copies from the executing agencies through prescribed reports and returns (Progress Monitoring System), maintenance of the data and timely submission of the prescribed data online to the Central Government by due dates.
- The unit shall also be responsible for monitoring aspects of quality of water, adequacy of service and other related qualitative aspects of the programme at the field level.
- The Unit shall also maintain water quality data in coordination with the concerned Department, Central/State Ground Water Board. Details of different technologies developed by tackling different institutions for problems should be provided by the Unit to the field level executing agencies.
- The Monitoring and Investigation Units should also have technical posts of hydrologists, geophysicist, computer specialists with data entry operators, etc.
- A Quality Control Unit should be an integral part of M&I Units and should work in coordination with the R&D Cell. This unit will be responsible for controlling/regulating the quality of construction works in water supply schemes and will ensure practical application of latest technologies in the field.
- The expenditure will be borne .by the Central Government and the State Governments on 50:50 sharing basis. The Central share will be met from the NRDWP (Support) funds.

#### 11.3. External Support Agencies

Various external support agencies like World Bank, Japan Bank for International Cooperation, KFW etc. are willing to support projects in the rural water supply sector. States that desire to avail such assistance may prepare project proposals as explained below:

- Projects submitted for external funding should include a strong component for institutionalizing Community-based demand driven Rural Water Supply Programme with cost sharing by the communities, gradually replacing the current government supply driven centrally monitored non- participating programme.
- These projects should address software activity needs, drinking water supply, sustainability measures, enabling target

communities to become open-defecation free, environmental sanitation, health education, income generating activities, etc.

- Approval of State Finance and Planning Departments should be obtained to ensure that the proposal has been scrutinized for its viability.
- The progress should be monitored at the level of Secretary in the State to ensure the completion of projects on time to avoid cost overrun and to take appropriate remedial measures.

### **Delivery Mechanism**

#### 12. Institutional Set Up

#### 12.1. National Level

The Department of Drinking Water Supply to

– Provide policy guidance and financial and technical support to the States.

- Conduct regular Monitoring and Evaluation of the implementation and

impact of the rural water supply programme in the States.

- Support the States in setting up WSSO as per the NRDWP guidelines.

 Assist the States in case of natural disaster for restoration of damaged water supply systems.

12.2. National Technical Support Agencies

To assist the DDWS and State RWS&S Department(s) prepare and advise on specialized and emerging science and technology issues as well as research and development activities with specific reference to the rural water and sanitation sector the following National Agencies have been identified:

- All Central Council of Scientific and

Industrial Research (CSIR) Laboratories and Organizations viz., CSMCRI (Bhavnagar), ITRC (Lucknow), CMERI (Durgapur), NCL (Pune), NEERI (Nagpur) etc.

– Central Ground Water Board (CGWB)

– Geological Survey of India (GSI)

– Department of Science and Technology (GoI)

– Department of Space Technology (GoI)

- Central Water Commission (CWC)

– National Remote Sensing Centre (NRSC)

National Institute of Communicable
 Diseases (NICD)

-National Institute of Rural Development (NIRD)

-National Arid Zone Research Institute (Jodhpur)

-Centre for Science and Environment (CSE)

-Centre for Environment and Education (CEE)

– Indian Institutes of Technology (IIT)

– Indian Institute of Science (IISc)

– Regional Engineering Colleges (REC)

 India Institute of Hygiene and Public Health (IIH&PH)

- Any other Central Agency dealing with RWS&S sector development.

#### 12.3. Role of National Informatics Centre

National Informatics Centre (NIC), at New Delhi would act as technical consultant for the DDWS at the center and State NIC would act as technical adviser to the State Government and would primarily be responsible for extending support to the states in terms of egovernance requirements.

NIC will also maintain the central databases and will be responsible for maintaining the National Rural Habitation Directory of the country.

- The role of NIC will also encompass the activity of standardisation of location and other codes thereby enabling building of two way linkages with the state database on the basis of standard codes.

- The states governments must strictly follow this coding pattern for achieving this goal of interoperability between the state and central MIS.

- The State level NIC Officer is the member of the SLSSC Committee for MIS and Computerization projects only and can support the State Government as egovernance/ICT consultant for IT related activities.

- At the State level, NIC state unit will extend technical support to the MIS programme of the state, including development of software applications and training as per mutually agreed proposals.

#### 12.4. State Level

Public Health Engineering Departments/Rural Water Supply and Sanitation Departments/Boards are the primary executing agencies for commissioning rural water supply schemes at the state level. The changed water resource situation and need to decentralized adopt strategy emphasizing user-driven а demandoriented approach necessitates these Engineering Departments to have a greater understanding about communication methodologies, PRA techniques and shifting their role to one of facilitator rather than just a service provider. For this, it will be necessary to strengthen and restructure the existing PHEDs/Boards making by them responsive the needs of to the

community and the evolving scenario by studying their strengths and weaknesses.

Each State is to have the following Institutions:

- State Water and Sanitation Mission (SWSM).
- State Level Scheme Sanctioning Committee (SLSSC).
- State Technical Agency (STA).
- Water and Sanitation Support Organization (WSSO).

The composition and functions of each of these bodies is indicated at Annexure VII.

#### 12.5. District Level

A District Water and Sanitation Mission (DWSM) shall be constituted at the district level and should function under the supervision, control and guidance of Zilla Panchayat/Parishad. States which do not have a proper PRI set up in place, as in case of 6<sup>th</sup> Schedule Area and desire to supervise the working of the DWSM through alternative mechanism, may put in place a suitable body through which the District Water Security Plan will be prepared and implemented. The village water security plans should be analyzed and consolidated at the district level by DWSM. It should prepare a district based water security plan for implementation. At the district level, convergence of all the other related programmes and funding should be ensured. Some of the major related programmes are MGNREGS, Integrated Watershed Management projects of Department of Land Resources, Ministry of Rural Development, Central and State Finance Commission funds, NRHM, various Watershed and Irrigation schemes of the Ministry of Agriculture, various schemes of the Ministry of Water Resources etc. The composition and functions of DWSM are indicated at Annexure VII.

#### 12.6.Village / Gram Panchayat Level

Village Water and Sanitation A Committee (VWSC) is to be set up as a standing committee in each Gram Panchayat for planning, monitoring, implementation and operation and maintenance of their Water Supply Scheme to ensure active participation of the villagers. This Committee may be with the merged Village Health Committee set up under NRHM, so that water, sanitation and health issues are tackled together at the village level. The membership of a VWSC may consist of about 6 to 12 persons, comprising elected members of the Panchayat, women with due representation to SCs, STs and poorer sections of the village. This Committee shall function as a Standing Committee on Water and Sanitation of the Gram Panchayat and should be an integral part of the Village The composition Panchavat. and functions of the VWSCs can be regulated by a set of by-laws under the State Panchayati Raj Act.

#### Role of NGOs and CSOs

experience gained under the The Swajaldhara and externally supported projects in rural water supply sector revealed that NGOs and Civil Society Organisations have played a major role in community mobilisation and assisting community in planning and the management of the water supply schemes. They can also play a role in the following activities:

 Information Dissemination: NGOs and CSOs can inform communities through diverse, effective and multiple communication methods about the guidelines and their roles, powers and responsibility in participating and contributing to the programme.

- Institutional building: CSOs can play an important role in building up institutions on the planning, managerial, technical, maintenance and social engineering aspects from the Gram Sabha and Gram Panchayat, right up to the institutions set up at the district and state level. Grass root organisations provide can tremendous support to the Gram Sabha for collective action and to the PRIs so that they are enabled to effectively implement the provisions of the guidelines.
- Engagement at state level: CSOs can be involved in developing state mechanisms and plans for operationalising the programme in its true spirit. This will help in an objective analysis of the bottlenecks as well as identification of appropriate solutions.
- Planning and technical support: Several CSOs have considerable technical experience gained from working on water resources, watershed and other related programmes. Wherever, possible, this experience should be utilised, especially for making the village water security plans.

 Monitoring: The community through the Gram Sabha and SHGs must be empowered to monitor the programme. This empowerment process can be facilitated by CSOs and NGOs.

*Institutionalisation of engagement:* Thefacilitative capacities of NGOs in the above mentioned areas need to be institutionalized in the entire process and effort. For this, there needs to be space for civil society organisations, who are partners in the process, with clarity on their roles and responsibilities.

Selection of CSOs: The CSOs must be selected by a transparent and fair process and based on ability and capacity. The state may define the eligibility or qualifying criteria for selection of CSOs keeping in view the state specific situation. The CSO selected should be active in the proposed area of operation.

*Capacity building of CSOs:* Adequate resources need to be allocated so that the capacities of CSOs are built, so that they are facilitated and empowered to carry out their responsibilities.

### Planning, Fund Release and Monitoring

#### 13. Village and District Water Security Plan

- In many States, Gram Panchayats or their Sub-committee i.e. Village Water and Sanitation Committee have become fully responsible for planning, implementation, management, operation and maintenance of the rural water supply systems.
- Village level planning including water budgeting is the key factor in ensuring optimum utilization of water.
- Appropriate institutional support is required to facilitate the process of preparation of Village Water Security Plan (VWSP), which is to be prepared by the village community with the help of NGOs.
- Village Water Security Plan will be prepared, which inter alia, will include the demographic, physical features, water sources, and other details of the village; available drinking water infrastructure and gaps; proposed work to augment the existing infrastructure and water sources; funding by dovetailing various funds available at village level and requirement of funds from rural water supply programmes.
- The VWSP will also have details of management, operation and maintenance of the systems and sources. A water safety plan, performance improvement plan when augmenting existing infrastructure and an operational plan for operating the scheme will be part of the VWSP.
- Based on all the VWSPs of the districts, the District Water Security Plan will be prepared.
- Under the District Water Security Plan, all in-village work should be carried out by the Gram Panchayat or its subcommittee i.e. VWSC, whereas bulk water transfer and metering, inter-village

distribution, maintenance of water grid, etc. will be handled by the State Government and or its agencies/public utilities.

- The District Water Security Plan will be implemented and funds from different sources/rural water supply programmes will be dovetailed and NRDWP funds will also be utilized.
- The funds available under NRDWP (Sustainability) – Swajaldhara component will be used for funding of Village Water Security Action Plans for in-village infrastructure.
- Other NRDWP funds viz. coverage, water quality, DDP Areas, etc. can be used for bulk water transfer, treatment plants, distribution network in addition to in-village water supply infrastructure and augmentation of drinking water sources.

## 14.ComprehensiveWaterSecurity Action Plan (CWSAP)

The main objective of the Comprehensive Water Security Action Plan is to provide a definite direction to the programme, and also to ensure regular monitoring of the progress made by the respective State towards the goal of achieving drinking water security to every rural household.

Under the broad goal set by each State, a five year rolling plan is to be prepared and during each financial year the subgoal and the priorities would be fixed based on mutual consultation by the Centre and the State which includes the following:

 Every year, the States/UTs shall prepare the Annual Comprehensive Water Security Action Plans and which will inter- alia include broad directions/thrust and tangible targets planned to be achieved in the financial year.

- Taking into consideration the funds available from different sources and working out the Central fund based on the present allocation plus 10% increase every year CWSAP will have to be prepared by each State.
- Each State will have to submit to DDWS the Annual CWSAP by Feb every year, through online IMIS.
- After consultation with each State during Feb and March of the current financial year funds are to be released in April to States for the next financial year.
- The ACWSAP will be prepared in a participatory manner and after carrying out detailed SWOT analysis.
- Under the ACWSAP, detailing will be done based on the Memorandum of Understanding (MoU) signed between the DDWS and the State.
- The progress made and achievements in the previous year will be basis of the ACWSAP and it will incorporate schemes to be taken up, allocation of funds under the State Sector, Central Sector as well as carried over funds, if any.,
- While preparing the CWSAP, completion of the incomplete works shall be given priority over new works.
- It should be ensured that the works taken up are completed as per schedule and that there should not be any delay in execution which would result in cost escalation, nonutilisation of assets created, etc.
- The Action Plans should indicate the following aspects also:

a) Target for the year of coverage of habitations with 0% population covered, 0-25% population covered, 25-50% population covered, 50-75% population and 75-100% population covered covered and quality affected habitations, ST and minority dominated SC. habitations, with their names, block, district, etc. with reference to census village code from the appropriate survey list in the

website. Higher priority should be given to coverage of 0% population covered, 0-25% population covered, quality affected, SC, ST and minority dominated habitations in planning. The names of habitations targeted should be marked on line;

b) The projects to be taken up to cover the targeted habitations, ongoing and new, piped or others, with their location, coverage, estimated cost, estimated expenditure etc.,

c) Population to be benefited indicating separately the SC/ST, other backward classes and minority population; and,

d) Sustainability structures to be taken up, their type, location and estimated cost. Larger number of sustainability structures should be taken up in overexploited and critical blocks and quality affected habitations.

e) Plan for coverage of schools and anganwadis with water supply

f ) Plan for Community involvement, IEC and other Support activities

g) Plan for Water quality monitoring, training, sample testing etc.

h) Detail of the Village, District and State Level monitoring and evaluation mechanism with special emphasis on beneficiaries satisfaction of the service;

i) Plan for clean environment around drinking water sources including hand pumps, proper O&M and involvement of the Panchayati Raj Institutions;

#### 15. Planning

15.1. Based on the 'National Policy Framework' each State should prepare State specific Sector Policy framework. Subsequently State Level Planning for taking up water supply schemes for the 11th Plan Period is to be prepared based on the State Policy framework.

15.2. State will have to plan for each year taking in to consideration the 'ongoing schemes, new schemes as well as schemes which will require augmentation and link to the habitations which are proposed to be covered under

these schemes adhering to the prioritisation in targeting habitations as described above.

15.3. Proposals received from Members of Parliament for installation of hand pumps in habitations within their constituencies should be given priority while planning for water supply schemes. Such proposal received from the Member of Parliament should be forwarded to the State Rural Water Supply Department for inclusion in the State annual shelf of projects.

15.4. Members of Parliament should be informed of the inclusion/noninclusion of their proposals along with the reasons in each case in the event of noninclusion. It would be preferable if the communication is issued from the State Nodal Department at a senior level.

15.5. While planning all habitations are to be linked to census village and cumulative population of the main village and other villages will be as recorded in the Census 2001. The National population growth factor indicated in Census 2001 may be adopted to arrive at the present population.

15.6. Detail Project Report (DPR) of water supply schemes/projects are to be prepared by the State Rural Water Supply Department for which services of the State Technical Agency (STA) may be sought. While commencing with the preparation of the DPRs the Rural Water Department Supply will hold consultation with the local community through the mechanism of the Gram Panchayat in order to ensure community participation and also to ensure that the choice of technology/system is appropriate and easy to operate and maintain. These DPRs are to be scrutinized and vetted by the Tate Technical Agency.

15.7. Once the annual shelf of projects (DPRs) is finalized it is to be placed in the State Level Scheme Sanctioning Committee (SLSSC) meeting for approval. The SLSSC would scrutinize the proposal to see that they are in accordance with the Guidelines and the proposals of the Members of Parliament have been given full consideration.

15.8. The approved annual shelf of projects (DPRs) approved by SLSSC are to be entered on line (IMIS) as per the prescribed proforma. The projects are to be linked to the habitations to be covered during the particular financial year.

#### 16. Flow of Funds

16.1 The State Water and Sanitation ission (SWSM) shall select a Bank branch of any Public Sector Bank with internet connectivity at the State Headquarters, for maintaining the two accounts namely Programme Account, and Support Activities Account under the National Rural Drinking Water Programme. These shall be saving accounts and once selected, the Accounts shall not be changed to any other Branch or Bank without concurrence of DDWS.

16.2 There will be a written undertaking from the Bank that it will follow the Guidelines of Government of India for payments from the DDWS Funds. The concerned branch will maintain Internet connectivity and enter the data into the relevant module of the Online Integrated Management Information System (IMIS).

16.3 The SWSM will communicate to DDWS. Ministry the of Rural Development the details of the Bank branch IFSC code and the Account numbers. The DDWS, Ministry of Rural Development shall release the programme funds and support funds respectively into the programme and support accounts.

16.4 The SWSM shall credit the Support Account with funds for carrying out software activities as indicated in para 10 of the guideline and for proper functioning of the Water and Sanitation Support Organization. Such funds shall be credited to the Support Account of the SWSM.

16.5 The State Government shall match the Programme Account with funds as per the funding pattern indicated in para 9.3 of the guideline in order to meet works related expenses for implementing rural water supply projects and sustainability projects and also to meet expenses which are not found eligible to be funded under the National Rural Drinking Water Programme, such as to meet cost escalation, tender premium and other programme expenses which are the responsibility of the State Government.

16.6 The mode of the Programme and Support activities expenditure will be regulated as follows:

i) Expenditure account for programme fund and support fund needs to be separated. For programme fund expenditure should have linkage with physical progress of the projects/schemes being implemented. Expenditure under support fund should be made strictly as per the items of activities and hardware specified in the respective support activities guidelines.

ii) NRDW programme fund needs to be matched by the State matching fund as per the pattern of funding indicated in para 9.3 of the guidelines and

iii) The Bank will render monthly account, in respect of NRDWP Funds, to the PHED/Board, the SWSM and whenever requested, to the DDWS.

16.7 A tripartite Memorandum of Understanding will be entered into between the Bank, SWSM and the DDWS wherein the parties would agree to abide by the provisions of the Guidelines. In particular, the Bank will agree to abide by the instructions issued, from time to time, by the DDWS, regarding the operation of the Accounts. 16.8 The DDWS may, from time to time, issue such directives as necessary for smooth flow of funds and effectiveness of the Programme.

16.9 The Accounting System, to be prescribed by the DDWS, would be based on the well-established Public Works Accounting system, with its own Chart of Accounts and Balance Sheet. The Integrated (Online) Management Information System (IMIS) software would support the Accounting System and would be enabled so that PHED, SWSM and Bank branch concerned can make data entry on line for their respective transaction.

16.10 Money accruing as Interest credited in the Programme Account will be credited to the same account and reflected in the Utilization Certificate of the year. The expenditure out of this interest amount will be made on items of work allowed in these Guidelines. Any deviation of expenditure will be guided by the instructions/guidelines to be issued by the DDWS, Ministry of Rural Development from time to time. The Bank shall intimate to the State level Agency the interest amount credited by it to the Account on quarterly basis.

#### **17. Release of Funds**

- Every year, in the beginning of the financial year, allocation of funds under different components of NRDWP will be communicated to the States. The States/UTs will be required to indicate the component under which and to what extent, they would like to avail the funds.
- However, once allocation is made, the 1<sup>st</sup> installment amounting to 50% of the allocation under Programme Fund will be released to States/UTs without any proposal from the State/UT, if the concerned State/UT has drawn the 2<sup>nd</sup>

installment in the previous year. Support Fund which is 100% grant in aid, will also be released in two installments based on certain criteria.

- In case, due to any reason, allocation under Programme Fund could not be decided in the beginning of the financial year and/or Parliament has not passed the full budget of the financial year, release will be made in April on ad-hoc basis based on the available funds as part of the 1<sup>st</sup> installment against programme fund.
- Once the allocation under Programme Fund is decided and adequate funds become available, the remaining part of the 1st installment will be released making it 50% of the allocation.
- The 2nd installment under Programme Fund to cover the balance of the annual allocation will be released on fulfillment of the following conditions:

a) Receipt of a specific proposal under Programme Fund from the State/UT in the prescribed proforma (Annexure X) with progress reports generated from the IMIS and returns; progress reports that are not generated from IMIS will not be accepted.

b) Utilization of 60% of the available resources under Programme Fund and corresponding expenditure under the State sector funds available till date (unutilised opening balance, if any, from the previous years plus funds released as the first installment).

c) Receipt of certificate of actual expenditure under the State sector and the NRDWP from the Accountant General upto the year preceding the previous financial year; However, if report from Account General is not received due to any unforeseen reasons, the release will not be withheld, if State Government/UT Administration is able to provide specific reasons for delay and gives undertaking for furnishing the same after the receipt of the same from the office of the Accountant General. In case, in the AG's report, some discrepancies/ deficiencies are reported, the same will be adjusted in the subsequent releases.

d) Receipt of Utilization Certificate generated from the online IMIS (in the prescribed Proforma as at Annexure XI) under the State sector and the NRDWP signed by the Head of the fund recipient Department

/Board/Authority/Corporation/Body and countersigned by the Principal Secretary/Secretary of the concerned Department.

e) Certificate that the unfinished works are given priority for completion.

f ) Certificate that all the schemes approved by the State level Scheme Sanctioning Committee six months ago have been taken up for implementation.

g) Proposal for release of the second installment of funds under the Programme Fund, complete in all respects as indicated above, should reach to the RGNDWM by the 31<sup>st</sup> December of the financial year. Proposals received after 31st December will be subjected to progressive cuts as indicated below:

| Month of receipt | Cut on the total |
|------------------|------------------|
| of proposal      | allocated amount |
| Up to December   | Nil              |
| January          | 10%              |
| February         | 20%              |
| March            | 30%              |
|                  |                  |

Any restoration of cut imposed on account of late submission of proposal will be made by DDWS, in consultation with its finance wing, on a case to case basis. The primary reason for considering such restoration would be if delay was due to reasons not under the control of the implementing agency. h) Release of fund under Support Fund will be done in two installments and the release of 2nd installment will be based on submission of activity-wise Physical and Financial progress and Utilization Certificate generated from the IMIS.

Only those activities permissible under the guidelines indicated under support activities will be permitted.

i) The expenditure on O&M should not exceed 10% of the total funds released in the previous year under NRDWP.

j) Excess expenditure in the previous year, if any, will be deducted at the time of release of the 2nd installment of funds;

k) States/UTs have to ensure that online reporting is done;

l) Details of the meeting of the State Vigilance and Monitoring Committee held during the previous year, herein

issues relating to NRDWP were discussed.

m) A certificate that no centage charges have been made on NRDWP funds.

n) In other words, funds will be released based on the specific proposals from the State Governments indicating the actual requirement during the remaining part of the year and utilization of prescribed percentage of funds already released.

o) While releasing the Central share, the quantum of unutilised funds available with the States/UTs in relation to the total allocation for the financial year will be kept in view.

p) Carry over funds in the next financial year will be allowed to the extent of 10% of the total amount released.

q) However, if any amount has been released in the month of March and or amount could not be transferred to the State/UT in the financial year, the same will not be accounted as carry forward amount.

r) While releasing the second installment, the excess amount over and above the prescribed limit, will be deducted.

However, if the State/UT has utilized

more than 75% of the total available fund in the current financial year, the excess carry over amount may not be deducted while releasing the 2nd installment.

s) The States/UTs shall release the entire amount of central allocation received along with the matching State share to the implementing agency (s) without any delay and in any case not later than 15 days after its receipt.

t) The funds provided under NRDWP will be used to meet the expenditure on approved schemes and O&M as prescribed under the guidelines.

u) In case, any State/UT levies the centage charges on NRDWP funds, double the amount charged will be deducted while releasing the last installment of funds.

v) In the States where the programmes are implemented through Statutory like Boards, Bodies Nigam and Authority etc, Central allocation will be released directly to such Bodies and not through the State Governments. In such cases, expenditure incurred under the NRDWP and matching State share will be subjected to the audit either by the of Accountant General the State concerned or bv the Chartered Accountants.

w) While releasing the State share and or transferring the NRDWP funds to the implementing agency (s), the State Government will endorse the copies of the sanction orders releasing the funds to the DDWS.

x) Amount released under the NRDWP cannot be utilized/ adjusted against any cost escalation of the schemes or excess expenditure over and above the approved cost of schemes in the previous years.

#### 18. Audit

18.1 The SWSM will ensure that the accounts are audited by a Chartered Accountant selected from a panel approved by the CAG, within six months of the close of the financial year.
This account will be supported by a statement of reconciliation with the accounts of PHED and a certificate of the Chartered Accountant on its accuracy.

18.2 In addition to the Audit by the Chartered Accountant, the works under this Programme would be subject to audit by the Office of the Comptroller and Auditor-General of India (C&AG).

The Audit of the work done by the C&AG may cover aspects of quality, in addition to financial audit.

18.3 Both the State level Agency and the PHED must provide all relevant information to the District level Vigilance and Monitoring Committees.

#### **19.** Monitoring

#### 19.1. Online Monitoring

- Before 1996 the Annual Action Plan was prepared considering "census village" as the lowest unit. Since the census code provides population against the census village, coverage of rural population was indicated in term of "population covered".
- It was found that large numbers of satellite habitations were without adequate drinking water facilities although the main village was shown fully covered.
- As a consequence fresh survey was carried out during 1994-96 and the lowest unit of planning, target fixing and coverage was shifted from population covered to "habitation covered", which may not reflect the actual coverage.
- To iron out this deficiency, it has to be ascertained that the population of the census village as per 2001 census should be same as the cumulative population of the main village and allied habitations.
- Thus the present habitation names have to be linked to a Census village. This exercise has to be done online and is to be carried out by all states, compulsorily.

- For integration of data with other Departments, like Health, Water Resources, Education, Panchayati Raj, Census etc it is important to have the common unit as Census Village.
- For preparation of GIS maps, the available digital maps with Survey of India are based on revenue village.
- All reporting viz. the annual action plan and the physical and financial progress reports must be online.
- States are required to re-verify the list of habitations entered online on an annual basis, and indicate the status of coverage in term of the population covered. If the status is changed from 100% population covered to lesser population covered, States should indicate the reason as listed on the IMIS.
- Water quality and quantity of every delivery point to be tested by the community periodically as per the NRWQM&S guideline.
- The test results are to be fed into the central IMIS database.
- Data along with action taken by the appropriate agency will be monitored online through the website.
- Release of funds w.e.f. 1.4.2010 will be based on the data furnished online by the States. This is non-negotiable.

#### 19.2. State Level

- Effective monitoring of the Programme being critical, the State Governments will ensure that the officials are prompt in sending the requisite reports /information to the SWSM as well as the DDWS.
- The Integrated Information Management System (IMIS) will be the chief mechanism for monitoring the Programme. To this end, the officials are required to furnish, 'Online', all the data and information, as may be prescribed by DDWS from time to time, in the relevant module of the online IMIS.

- They shall responsible for be uninterrupted maintenance the of computer hardware and software as well as the internet connectivity. The software for the IMIS shall be supplied by DDWS and it shall not be modified at any level in the States; any requirement or suggestion for change shall be intimated to the DDWS.
- The State Government should provide necessary manpower, space and facilities to set up the Computer Hardware at the subdivision, district and state level.
   Since the data would reside on the State Servers, the State level Agency must ensure that the State Server is functional all 24 hours and the data is synchronized to the central server regularly.
- It shall be the responsibility of the Executive Engineer, PHED to ensure that all Master data including the District Water Security Plan and RWS projects are entered in the database and for the monthly updating and accuracy of data relating to the progress of works, record of quality control tests. In case of failure to update data on the IMIS, further releases to the State concerned could be affected.
- Each State Government would identify one officer of sufficient seniority and adequate knowledge having of Information Technology to function as State IT Nodal Officer. His function will be to oversee the regularity and accuracy of the data being furnished by the Districts. The IT Nodal Officer, who shall form part of the SWSM, shall also be responsible to oversee the upkeep of the Hardware and Software as well as the computer training requirements of the personnel dealing with the NRDWP.
- The District Vigilance and Monitoring Committee set up by the Ministry will also monitor the progress and exercise vigilance in respect of NRDWP.

- Vigilance and Monitoring Committee at State, District and Village level may be set up in accordance with the orders No Q- 13018/6/2009-A.I.V & MC (RD) dated 26<sup>th</sup> August, 2009 issued by the Ministry of Rural Development, Government of India and regular meetings of the same should be held.
- The State Government should carry out regular monitoring and evaluation through STA of all the activities viz., RWS projects with major emphasis on Sustainability projects (100%) GoI funded), software activities and submit the report to SWSM/SLSSC/PHED for carrying out mid-course corrections if required. This should be done at least once in every year and preferably biannually.

19.3. Community Monitoring and Social Audit

The community and community-based organizations (VWSC/User Groups) should monitor demand/need and coverage.

Community Based Monitoring should preferably fulfill the following objectives:

- It should provide regular and systematic information about community needs, which would guide related planning;
- It should provide feedback according to the locally developed yardsticks for monitoring as well as key indicators for measuring the consumer's satisfaction of provision of drinking water services available to them on a sustainable basis;
- Effective community monitoring especially by the VWSC members would change the status of community members from being passive to active partners in the planning, implementation and management of rural water supply services;
- A social audit is a way of measuring, understanding, reporting and ultimately improving an organization's social responsibility and ethical performance.

A social audit helps to narrow the gap between the perception of the line department's definition of services provided and the beneficiaries' level of satisfaction of the service provided. Social auditing also enhances the performance of the local self government, particularly for strengthening accountability and transparency in local bodies and it focuses on the neglected issues related to marginalized /poor groups whose voices are rarely heard;

- Every six months on a fixed date there should be a social audit by the community organization to ensure that the works under taken by the PHED/Related Department and PRIs are as per the specification and funds utilised are appropriate to the works under taken;
- To begin with the State Government may adopt the following parameters for evaluating the performance of the drinking water services:
  - Access and usage
  - Quality, quantity and reliability
  - Responsiveness of the service providers
  - User's satisfaction
- Based on these parameters including any additional relevant local parameters, the State Government may start a bench marking of service standards based on the feedback of communities at the Block, district and state levels. This will be used to develop a performance index of the rural water supply situation across all states and also in providing incentives for States, Districts and Panchayats.

#### 20. Regulation & Pricing

Many states now are encouraging NGOs, private foundations and the private sector to set up water quality treatment plants and supply quality water at affordable prices. Pricing of water and wastewater (rejection) management in these systems is an issue to be dealt with.

The National Policy Framework alsoencourages setting up of bulk water utilities at various levels and Gram responsible Panchayat to be for distribution of water at the local level. The State Governments and Local Governments may or may not outsource the bulk water supply and local water supply to outside agencies in the public private partnership mode respectively. Further in some states cost of electricity in running the scheme is subsidized while in others it is not, which will have an impact on pricing. Pricing and continuous quality water supply from the bulk water utility to local water utility and distribution within the Panchayat will be issues that will have to be dealt with.

Therefore, SWSM to look into the issue of pricing, terms of engagement between the bulk water utility and PRIs, protecting the catchments of local water supply through control of activities that could be performed in these catchments. Poor cost recovery in the rural water upply sector is primarily due to negligible tariff levels which do not reflect actual costs of electricity, spare parts, manpower and chemicals (based on type of water supply system) and are not routinely evaluated and collected resulting in exacerbating an already

critical situation in terms of funds available for operation and maintenance of rural water supply schemes.

SWSM should decide the tariff structure of rural water supply, taking into consideration the differential connection charges and tariff structure for house connection and supply through handpumps/ street stand post and also lower/affordable tariff for SC, ST, OBC and BPL households. The recovery mechanism should be in place and Gram Panchayat/VWSC should be empowered/ authorized to collect user charge O&M for as per the 12th recommendation of Finance Commission.

### **Exit Policy**

21. It is expected that the objectives of establishing an enabling environment to attain source, system, institutional and financial sustainability will be met during the Eleventh Plan period and there will be an exit policy in the Twelfth Plan period towards improved maintenance and enhanced management of water supply systems by the PRIs in terms of quality and quantity. However the programme will have to continue to support the movement of States/UTs up the Water Ladder, from the basic minimum need to higher level of supply and upgrade from supply through spot sources and street stand posts to house connections. The other aspects of the Exit strategy are as follows:

- The resource management objective of ensuring adequate quantity and quality of water resources for domestic needs must also be addressed.

- As a self-regulatory mechanism, identify criteria and indicators and

setting benchmarks of goals/achievements in the form of Memorandum of Understanding (MoU) under which the recipient State or its agencies are evaluated, and which will thereafter, form the basis of flow of funds from the Government of India.

- Gradually, over a period of time, in all the districts of all the States/UTs community participation in rural water supply programme will be institutionalized.

- The DDWS may provide bulk grants to States to fund PRIs for successful management, operation, maintenance, augmentation, replacement of water supply systems and sources.

- By the end of the 11th Plan, States will strive to strengthen the Gram Panchayats/VWSCs/Pani Samiti to take over and shoulder full responsibility of in-village water supply systems.

### Annexures

#### Annexure 1

#### A. Norms for Providing Potable Drinking Water in Rural Areas

Under the ARWSP guideline the norms that have been adopted since the inception of the programme (1972) for providing potable drinking water to the rural population based on basic minimum need is as follows:

 40 litres per capita per day (lpcd) for humans to meet the following requirements based on basic minimum need as defined under the ARWSP guideline.

| Purpose          | Quantity (lpcd) |
|------------------|-----------------|
| Drinking         | 3               |
| Cooking          | 5               |
| Bathing          | 15              |
| Washing utensils | 7               |
| and house        |                 |
| Ablution         | 10              |
|                  |                 |
| Total            | 40              |

- The above norms may to be assessed by the respective State Governments and they may fix their own higher norms based on water availability, demand, capital cost involved, affordability etc.
- However it is suggested that in areas having acute water quality problems and the cost of alternate safe drinking water will entail huge capital cost, 10 lpcd of potable water may be supplied and the balance domestic requirement can be met from other nearby source(s).
- For purposes of comparability coverage means provision within a distance of 500 mts from the household or 30 minutes of time taken for fetching water.

#### **B.** Norms for Coverage

While planning for schemes in any year, priority is to be given to habitations where none (0%) or part of the population has access to adequate and safe drinking water. The habitations can be categorized in terms of population covered as 0%, 0-25%, 25-50%, 50-75%, 75-100% and 100%.

- Coverage of population is to be calculated on the following criterion:
  - Percentage of people within habitation getting basic minimum quantity of potable water within a distance of 500 mts from the household from either a public or a community source.

#### C. Definitions of Joint Monitoring Programme for MDG

The WHO/UNICEF Joint Monitoring Programme (JMP) for Water Supply and Sanitation is the official United Nations mechanism tasked with monitoring progress towards the **Millennium Development Goal (MDG)** relating to drinking-water and sanitation (MDG 7, Target 7c), which is to:

"Halve, by 2015, the proportion of people without sustainable access to safe drinkingwater and basic sanitation".

In fulfilling this mandate, the JMP publishes updated estimates every two years on the **use of improved drinking-water sources and sanitation facilities** at the national, regional and global levels.

The JMP definitions of improved and unimproved sources of drinking water are relevant because the progress of the country towards achieving MDG is reported based on these definitions by the United Nation.

An "improved drinking-water source" is defined as one that, by nature of its construction or through active intervention, is protected from outside contamination, particular in from contamination with faecal matter. JMP has defined drinking-water sources that can be considered "improved" or "unimproved".

"Improved" drinking - water sources

- "Piped water into dwelling, ", also called a household connection, is defined as a water service pipe connected with inhouse plumbing to one or more taps (e.g. in the kitchen and bathroom), also called a household connection, is defined as a water service pipe connected with inhouse plumbing to one or more taps (e.g. in the kitchen and bathroom).
- "Piped water to yard/plot, also called a yard connection, is defined as a piped water connection to a tap placed in the yard or plot outside the house."
- "Public tap or standpipe' is a public water point from which people can collect water. A standpipe is also known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concreteis a public water point from which people can collect water.
- "Tubewell or borehole" is a deep hole that has been driven, bored or drilled, with the purpose of reaching groundwater supplies. Boreholes/ tubewells are constructed with casing, or pipes, that prevent the small diameter hole from caving in and protects the water source from infiltration by run-off water. Water is delivered from a

tubewell or borehole through a pump, which may be powered by human, animal, wind, electric, diesel or solar means. Boreholes/tubewells are usually protected by a platform around the well, which leads spilled water away from the borehole and prevents infiltration of runoff water at the well head.

- "Protected dug well" is a dug well that is protected from runoff water by a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. A protected dug well is also covered, so that bird droppings and animals cannot fall into the well.
- "Protected spring" is typically protected from runoff, bird droppings and animals by a "spring box", which is constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe or cistern, without being exposed to outside pollution.
- "Rainwater" refers to rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern until used.

#### "Unimproved" drinking-water sources

- "Unprotected spring". This is a spring that is subject to runoff, bird droppings, or the entry of animals. Unprotected springs typically do not have a "spring box".
- "Unprotected dug well". This is a dug well for which one of the following conditions is true:

1) the well is not protected from runoff water; or

-2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.

 "Cart with small tank/drum". This refers to water sold by a provider who transports water into a community. The types of transportation used include donkey carts, motorized vehicles and other means.

- "Tanker-truck". The water is trucked into a community and sold from the water truck.
- "Surface water" is water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.
- "Bottled water" is considered to be improved only when the household uses drinking-water from an improved source for cooking and personal hygiene; where this information is not available, bottled water is classified on a case-by-case basis.

#### **D.** Parameters of Potability -Safe Drinking Water

Water is defined as safe if it is free from biological contamination (guinea worm, cholera, typhoid etc.) and within permissible limits of chemical contamination (excess fluoride, brackishness, iron, arsenic, nitrates, etc.) as per IS-10500 standard of BIS.

| S. | Parameters | Unit         | BIS (IS:10500)-2004 |             | WHO              |
|----|------------|--------------|---------------------|-------------|------------------|
| N. |            |              | Desirable           | Max.        | Desirable        |
|    |            |              | Limits              | Permissible | limits           |
|    |            |              |                     | Limits      |                  |
| 1  | PH         |              | 6.5 TO 8.5          | .5 TO 8.5   | 6.5-9.2          |
| 2  | Arsenic    | mg/L         | 0.05                | 0.05        | 0.01             |
| 3  | Fluoride   | mg/L         | 1.0                 | 1.5         | 1.5              |
| 4  | E-Coli     | Number/100ml | Absent              | Absent      | Absent           |
| 5  | TDS        | Mg/L         | 500                 | 2000        | 1200             |
| 6  | Nitrate    | Mg/L         | 45                  | 45          | 50               |
| 7  | Iron       | Mg/L         | 0.30                | 1.0         | 0.30             |
| 8  | Calcium(as | Mg/L         | 75                  | 200         | No specification |
|    | Ca)        |              |                     |             | No specification |
| 9  |            | Mg/L         | 30                  | 100         | 500              |
|    | Magnesium  | -            |                     |             |                  |
| 10 | (as Mg)    | Mg/L         | 200                 | 400         |                  |
|    |            | C            |                     |             | No specification |
| 11 | Sulphate   | Mg/L         | 200                 | 600         | 10               |
|    | 1          | C            |                     |             |                  |
| 12 | Alkalinity |              |                     |             |                  |
| 13 |            | NTU          | 5                   | 10          |                  |
|    | Turbidity  |              |                     |             |                  |

### Annexure II

# GuidelineforImplementationofSustainability – Swajaldhara Project

#### 1. Background

The term "Sustainable Development" was defined by Bruntland in 1987 as development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

used Groundwater freshwater for drinking supplies easily can be overexploited by other competing users like irrigation, industry, etc. When this happens it can become contaminated with salt water, fluoride or other geogenic contaminants which makes it unsuitable for use. Water available in rivers and lakes is sometimes polluted, making it harmful to plants, animals and people. Sustainability and safe sanitation practices are the forerunner for safe drinking water supply.

The paradigm shift in the new framework is to move towards achieving universal access to rural population for having safe and sustainable drinking water supply rather than a mere coverage of habitations, the latter not necessarily speaking about equity and vulnerability issues. Therefore the aim is to work at achieving household level drinking water security, which shall obviously ensure universal access.

History stands witness to man's use of varied forms of technology and science, ranging from the simplest to the most complicated, for storing and extracting water. India has a particularly strong tradition of water harvesting communities have met their minimum water requirements effectively bv collecting rainwater locally, diverting and storing water from local streams and springs and tapping sub-surface water. However, these traditional technologies and methods have fallen prev to inattention and ignorance over time, and need to be revived and rejuvenated. On the other hand are the most modern, technologies state-of-the-art and practices which could make a lot of difference in these water-stressed times. This approach offers today's water managers a range of choices which will enable them to make their own water security plans in an effective manner by taking from the best practices of both the worlds and adopting them viably for best results.

Traditional structures such as the tankas and khadins of Rajasthan, baoris (stepwells) of western India, the ooranis, cheruvus and temple tanks of south India, and the bamboo split pipe harvesting method practised in the northeast still serve as lifelines for local people. Communities can combine and converge this knowledge with modern technologies and scientific tools such as satellite imaging. Emphasizing on the urgent need for rainwater harvesting, replenishing and restoring existing surface water bodies and creating new ones, and recharging groundwater, this segment urges practitioners to think beyond the conventional and look for innovative solutions.

#### 2. Approach

The 20% allocation for Sustainability-Swajaldhara which is on a 100% Central share basis will be used exclusively to achieve drinking water security by sustainability providing specific components for sources and systems with major emphasis on tribal areas, water quality affected areas, dark and grey area as specified by CGWB and any other area the State Government has identified as difficult and water stress area. Basic Swajaldhara principles of community and PRI based planning, implementation; management of the schemes is to be adopted. For operation and management of chemes the Central Finance Commission funds are to be this component utilized. Under preparation of village water security plan is andatory.

For taking up sustainability projects it is to be ensured that the existing and proposed rural drinking water sources are directly recharged and for that detailed manuals on Mobilising Sustainability", Technology for "Bringing Sustainability of Drinking Water System" and "Convergence of sustainability projects" (web site: http://ddws.gov.in under icon ublication 2007-08) issued by The Department of Drinking Water Supply, Government of India may be referred for planning, design and implementation of sustainability projects under NRDWP

#### **3. Elements of Sustainability**

- Source Sustainability = Ensuring availability of safe drinking water in adequate quantity throughout the year
- System Sustainability = Optimizing the cost of production of water, devising proper protocol for O&M, building capacity of PRIs and awareness generation
- **Financial Sustainability** = Proper utilization of Finance Commission and

O&M funds under NRDWP guidelines and recovering at least 50% cost through flexible methods devised by the local self government and improving energy efficiency

# • Social and environmental Sustainability

Proper reject management = and involvement of all key stakeholders Sustainability of drinking water sources and schemes is a process which facilitates the existing/new drinking water supply projects to provide safe drinking water in adequate quantity, even during distress periods, duly addressing equity, gender, vulnerability, convenience and consumer preference issues, through conjunctive use of groundwater, surface water and roofwater harvesting.. The main aim of providing sustainability of drinking water schemes is to ensure that such schemes do not slip back from universal access of safe drinking water to the community throughout the design period of the schemes.

Any recharging structure meant for overall management of water resources and that does not directly recharge drinking water sources; is not eligible for funding under the

Sustainability component of this Programme.

The basic principles of sustainability are:-

- Conjunctive use of water defined as judicious use of ground water, surface water and roof-water as per drinking water demand and availability, seasonally or monthly.
- Recharge and rest of groundwater aquifers during monsoon. This could even dilute the contaminants considerably over a period of time. Many recharge structures provide both for groundwater recharge and surface water availability.

- Store surface water as per terrain conditions.
- Adopt roof-water harvesting in a big way especially for scattered habitations.
- Revive traditional and village ponds into better functional systems in providing safe drinking water.
- Use of new and renewable energy sources for pumping/in situ treatment like solar disinfection, solar desalination, etc.

#### 4. Parameters to be studied for Ensuring Sustainability

- Taking local wisdom into cognizance
- Rainfall pattern (monthly) total, intensity, number of rainy days, hydrograph
- Annual Cyclic rainfall pattern (over 10 years) trends
- Soil porosity and permeability
- Aquifers vis-a-vis rock type (geological and tectonic), age and probable leaching for chemical contamination
- Source survey for biological contamination
- Lithology and static groundwater table details
- Evaporation and seepage rates
- Water budgeting for household security
- Suitability of locally available material
- Use of HGM maps based on satellite data and desirable geophysical investigations
- Involvement of Community in decision making
- Existing water harvesting structures and its functionality
- Climatic change and its impact on drinking water sources
- Water management options for emergency situations
- Leak detection methods and prevention of leakage
- Promoting use of water saving, energy efficiency devices/fixtures
- Promoting use of new and renewable energy sources

# **5.** Conditionality (Nonnegotiable principles)

- Shift focus from dependence on single source to multiple sources of drinking water
- Water demand and budgeting for ensuring household level drinking water security
- Reject management issues to be addressed properly so that the contaminants do not re-enter into water, environment or food.

#### 6. Suggestive List of Ground, Surface and Roof-water Harvesting Systems/Structures to improve rural drinking water supply

- Flood recharging method (only for regional drinking water systems)
- Gully plugs
- Recharge Pit
- Contour trench/bund
- Semi-circular trenches on slopes
- Check dam/Nala bund
- Percolation pond/tank
- Sub-surface dyke
- Injection well
- Recharge shaft
- Recharge well/Dug well with radial recharging systems
- Point source recharging systems (defunct borewells and abandoned dugwells)
- Recharging through sand dunes coastal/desert
- Levees for retaining the flash run-off
- Infiltration well with collector well
- Infiltration gallery
- Ooranis or scientifically developed village ponds with in situ filtration and collection system
- Roof water harvesting for individual houses, community structures like schools, anganwadis, GP office, etc.

From the above list the following works may be taken up under Sustainability component of NRDWP and the balance works may be taken up under other related programmes viz., MGNREGS (Department of Rural Development, GoI), National Afforestation Programme (Ministry of Environment and Forest), National Project for Repair, Restoration and Renovation of Water Bodies (Ministry of Water Resources, GoI), Integrated Watershed Management t Programme (Dept of Land Resources, Ministry of Rural Development, GoI), etc.

- Roof water harvesting for individual houses, community structures like schools, anganwadis, GP office, hostels, health centres, hospitals, etc.
- Ooranis, Orans or scientifically developed village ponds with in situ filtration and collection system
- Check dams
- Material component of Percolation tanks
- Sub-surface dyke
- Point source recharging systems (defunct borewells and abandoned dugwells)
- Infiltration well with Collector well
- Infiltration gallery
- Hydro-fracturing

The technologies mentioned above are suggestive in nature. The State Governments may like to adopt appropriate structures depending upon the hydro-geomorphological local conditions suitable to rural drinking water schemes.

#### 7. Eligibility Criteria for Funding under Sustainability Component

- Sustainability structures should be taken up on priority in over-exploited, critical and semi-critical blocks and in quality affected habitations.
- Labour cost of any recharging impounding system/surface water structures should be met from Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)/ Integrated Watershed Management Programme funds.
- Desilting of ponds to be done only with MGNREGS funds
- Only material component of conversion of existing village ponds into recharge/collection structure should be funded under this component.
- Capital cost component of roof-water harvesting structure should be a simple PVC gutter, first flush facility, tap and adopting preferably ferro-cement/PVC tanks, wherever feasible. Capacities to be designed on volume demand.
- Pumps, Pipes or any other storage structure (other than collector well for an infiltration well/gallery) to be considered only under regular programme
- All proposals with prior scientific database to be vetted by the State Technical Agency involving Technical Experts and approval by the SLSSC.
- Cost of constructing roof of the house of any nature for roof-water harvesting is not admissible under the Sustainability component.
- Sustainability component of the drinking water supply systems should be such that it is easy to operate and maintain by the community/Gram Panchayat/Water User group.

### Annexure III

## Framework for Water Quality Monitoring & Surveillance (WQM&S)

#### 1. Background

The National Rural Drinking Water Quality Monitoring & Surveillance Programme was launched in February 2006 (2005-06) with the prime objective of institutionalization of community participation and involvement of PRIs water quality monitoring & for surveillance of all drinking water sources. As drinking water quality monitoring, and quality surveillance are two distinct but closely related activities, drinking requiring water quality monitoring by suppliers of the drinking water and surveillance by the Health collaboration authorities. close is required between drinking water supply agencies and Health authorities all over the country.

The indiscriminate over-drawal has hvdro-geo-chemical changed the environments of the aquifers and in general enhanced toxic and undesirable chemical constituents of water beyond the permissible limit viz. fluoride, arsenic, TDS, nitrate etc. with direct implications health leading to manifestations of various diseases. Climate change is also affecting water resources in all countries resulting in increase in diseases such as cholera, typhoid, malaria and dengue which are basically sanitation and water related diseases.

Excess fluoride and arsenic in ground water drinking sources has given rise to crippling and incurable diseases like fluorosis and arsenical dermatitis. The fluoride contamination affects more than 200 districts in 17 states and excess arsenic is extensive in 8 districts of West Bengal and other Eastern States. New evidence suggests that the whole Ganga-Meghna-Brahmaputra belt is under threat of arsenic contamination. In India current estimates place 3-4 million people at risk from arsenic poisoning and 90 million people exposed to contamination. The fluoride indiscriminate use of fertilizers and insecticides along with unscientific single pit latrine and usage of indiscriminate disposal of domestic waste water, have further contributed to the deterioration of ground water quality.

Water is defined as safe if it is free from biological contamination (guinea worm, cholera, typhoid etc.) and within permissible limits of chemical contamination ( arsenic < 0.05 mg/l, fluoride < 1.5 mg/l, brackishness < 2000 mg/l, iron < 1 mg/l, nitrate 45 mg/l etc.) as per IS-10500 standard of BIS (refer Annexure I).

An Implementation Manual on National Rural Drinking Water Quality Monitoring & Surveillance Programme was prepared through All India Institute of Hygiene and Public Health, and circulated to all State Governments in January 2004.

# 2. Implementation from 2004 to 2008

The evaluation of the programme implementation during 2004 to 2008 by different agencies revealed that there is an urgent need to restructure the existing National Rural Drinking Water Supply Quality Monitoring and Surveillance. National Rural Drinking Water Quality Monitoring & Surveillance Programme envisaged implementing the programme through the following strategy:

– Under the programme, 100 % funding would be provided for IEC activities, HRD activities, strengthening of district level laboratories, procurement of field test kits, travel and transport cost, data stationery reporting cost, cost. honorarium to district level surveillance coordinators. water testing, documentation and data entry costs to the States for strengthening water quality monitoring facilities as per approved norms for water quality monitoring & surveillance programme and NRDWP guidelines.

- The existing personnel (both technical and non-technical) in several departments like PHE, Health, Rural Development, Panchayati Raj etc., would be mobilized and involved.

- O&M of the field test kits including refilling costs for field test kits, cost of disinfectants, minor remedial

expenses, annuity and mobility, honorarium to grass root workers, and honorarium to GP level coordinator will be covered by community contribution.

- One field test kit per GP shall be provided. In addition, demo kits shall also be provided as per the following breakup: -

State/SRI -1, District- 3 and Block- 2.

– The funds for implementation of the Programme will be released by Government of India to the SWSM/PHED/Boards, based on criteria like number of drinking water sources, number of GPs, Block Panchayats, districts, total rural population, etc. in respective States.

- State Governments then release funds relating to IEC and HRD to the CCDU. Funds for setting up of new laboratories and strengthening of existing district level laboratories and administrative expenses shall be released by the States to DWSM/District laboratory.

– Fund flow and strategy for procurement of field testing kits may be

decided by the respective State/UT Government.

- For meeting recurring costs of field test kits and other expenses, the community could contribute @ Rs 1 per family per month to be deposited in the VWSC accounts with separate ledger.

#### **3. Need for Change**

- With the approval of the "National Rural Drinking Water Programme" by the Government of India there is a paradigm shift from 'just providing a water supply system in the village' to 'ensuring water supply security at the house hold level'.

- The national goal is to provide every rural person with adequate water for drinking, cooking and other domestic basic needs on a sustainable basis. This basic requirement should meet certain minimum water quality standards and be available at all times, in all situations and be readily and conveniently accessible.

– While initiating this move from lpcd to drinking water security at the State, District and Village levels, it is important to ensure that the basic minimum requirement at the household level for drinking and cooking need and also the need for cattle and other similar household needs is met.

- Water supply for drinking and cooking should maintain quality as per the BIS standards and for other household and animal needs, the water should be of acceptable standard.

- To ensure this it is equally important to maintain potability, reliability of drinking water quality standards both at the production (water treatment plant) as well as at the consumption points (house hold level).

- Focus on the house hold level i.e. at the family level will ensure reduction of disease burden leading to improved quality of life and well being of the community. As such the programme needs to have strong institutional linkages at the village and facility levels (Sub Centres and Primary Health Centres) of National Rural Health Mission (NRHM)

The water supply should conform to the standards of quality set by the relevant bodies. For ensuring quality of water, Bureau of Indian Standard (BIS) IS: 10500 were formulated in 1990.
World Health Organization has also modified Guidelines for Drinking Water Quality (2004) and Guidelines for safe use of wastewater and grey water (2006). Both the guidelines advocated use of health based target

setting approach.

- Health based target is based on the total exposure of an individual to pollution and moves from reliance on end product testing of water quality to risk assessment and risk management of water supplies commonly known as 'water safety plan'.

Water safety plan links the identification of a water quality problem with water safety solution. It includes both water quality testing and also sanitary inspection to determine appropriate control measures. It is a quality assurance tool that ensures protection of the water supply scheme from the catchment to the consumer and from the tap to the toilet.

- The enormous task of drinking water quality monitoring & surveillance in rural areas requires about 50 lakh samples to be tested annually with a norm of testing all sources once a year for chemical contamination and twice a year for bacteriological contamination.

- At present the State Rural water Supply Departments have skeleton Water Testing Laboratory at the District level only and it is practically impossible to test all the drinking water sources of the villages in the district in this laboratory. In some of the districts the horizontal distance may be more than 100 kilometers and in hilly areas and in difficult terrain it may take 6-8 hours of travel.

- Regular water testing facilities in schools and other institutions at the Subdivision are not available or are non functional. As such depending on such non-existent facilities at the subdivisional level grossly affects the testing and verification of water quality data and actions/intervention to be initiated based on confirmed data

#### 4. Modified Strategy

- To have authentic water quality data for initiating action it is essential to have a basic Water Testing Laboratory at the District and Sub-Division Level, either established with NRDWP funds, or existing labs of other departments / educational institutions with appropriate testing facilities duly identified for the urpose.

Under NRHM there is a provision of testing water quality (biological parameters) at the Primary Health Centers (1 per 30,000 population i.e. approximately 30 for to 40 villages/cluster of GPs). Such facilities, along with any other labs in the area, may be used for the programme. Ideally, these labs should be under the joint management of PRI and PHED similar to Primary Health Centres (PHCs) of National Rural Health Mission.

- As such all basic chemical and biological parameters can be tested at Sub-divisional laboratory and primarily biological test of all sources can be tested in PHCs and joint remedial actions can be taken up by the Gram Panchayat.

- For data collection at the household level and at the habitation level one person, preferably a woman member of VWSC (which is a Standing Committee of the GP) may be nominated. The person selected may be designated as "JAL SURAKSHAK" and provided with a badge. Since ASHA of NRHM is also responsible for community action on prevention of water and sanitation – borne diseases the VWSC member selected should work in close coordination with ASHA.

- Broad role and responsibilities of VWSC/ASHA members are indicated below:

- The Jal Surakshak can also make use of the Field Test Kits (FTKs) provided under the programme to obtain a preliminary result. This must however be confirmed through subsequent testing in the established labs.

The refill costs of the FTKs may be borne from the NRDWP (Support) funds provided to the State. - The District / Sub-division Level Water Testing Laboratory must have facilities of testing the following parameters viz.

- 1. pH
- 2. Total Hardness
- 3. Iron
- 4. Chlorine demand
- 5. Residual Chlorine
- 6. Nitrate

7. Fluoride and Arsenic where ever it has been identified and detected

8. In addition to above tests there will be provision for bacteriological analysis of water to determine if there is any faecal

| Sl.<br>No.  | Role of VWSC member  | Role of ASHA (NRHM)   |
|-------------|--|---|
| i           | Ascertain drinking water adequacy at the household level   | Ascertain water and excreta related<br>diseases at the household level as per<br>the NRHM format  |
| ii          | Identify all sources of drinking water<br>for different purpose  | Collect sample for testing and transfer at<br>the PHC for testing biological<br>parametersCarry out sanitary inspection<br>of all the sources       |
| iii         | Test all the sources by field testing kits   | Take corrective measures along with<br>VWSC member (1) to prevent pollution   |
| iv<br>v     | Collect sample for testing and transfer<br>to the proposed Sub-division Water<br>Testing Laboratory for testing both<br>chemical and biological parameters<br>Record details of water supply sources<br>and system in the village/GP | of drinking water sources<br>Record keeping of all water and<br>sanitation disease related data<br>Advocacy on hygiene promotion and                |
| vi          | Tariff collection from every household<br>and management of<br>water supply scheme at the GP level.  | disease prevention issues at the household level.   |
| vii<br>viii | Carry out awareness activities on<br>water related issues<br>Any other task assigned by GP<br>President related to rural water supply<br>activities  | Carry out awareness activities on<br>sanitation related issues<br>Any other task assigned by GP President<br>related to rural sanitation activities |

contamination. It has been envisaged that a blanket test of bacteriological contamination of all sources will be conducted for MPN counts in all the Subdivisional Laboratories.

- Consolidated at the District level to be entered on line in DDWS website.

– All interventions and actions for dealing with physical (turbidity) and biological contamination of sources are to be taken care of at the GP and Subdivision level.

– IEC and HRD activities need to be linked with CCDU.

- The services of five GP level workers who have been trained under National Rural Drinking Water Quality Monitoring & Surveillance programme since February 2006 i.e. ASHA, Anganwadi Workers, School Teachers, GP members, Social Workers etc, will continue to be used for the surveillance programme.

#### 5. Approach

At the National Level

- The Department of Drinking Water Supply (DDWS) to monitor the entire programme.

- Establishing a well structured information flow between Government, Technical Institutes, District Laboratories, Sub-Divisional aboratories and grassroots functionaries.

At the State, District and GP Level

- States may access funds from NRDWP (Support) for setting up Water Testing Laboratories at the Sub-Division level.

– Take up State and Region specific IEC activities involving PRIs, Co-operatives, Women Groups, SHGs, and NGOs by CCDU/SWSM.

– Impart training to district, subdivision, block and GP level functionaries. Special training to be imparted to the 5 members (School teachers, Anganwadi Workers, ASHA, Ex Army Personnel, local NGO, Members of VWSC members in each GP.

- The State level laboratories would also be involved in testing concentrations of rare elements and in providing water quality testing reports to the State Government during natural calamities and disasters.

- Testing of 100% of the sources at subdivisional laboratories both for bacteriological and chemical and physical parameters and 10% of samples to be tested which include positively samples by the district tested laboratories apart from routine cross verification by the State laboratory.

- For chemical and physical parameters testing may be carried out once a year and for bacteriological parameter it is desirable to test twice a year pre and post monsoon and as and when water related diseases are detected.

- Gram Panchayat will carry out testing of all drinking water sources including private sources within its jurisdiction particularly for bacteriological parameters.

– Identification/Registration of safe drinking water sources in all rural habitations (Gram Panchayat wise).

- Bacteriological parameters of all the water samples to be tested, whereas the physical and chemical parameters to be tested on area specific requirement.

- Data generated from the house hold level or laboratories to be reported through MIS developed by the NIC-DDWS or through MIS developed by the States. Only the chemical parameters will be reflected at the National level MIS, whereas the physical and bacteriological contamination is to be reported and tackled at the GP/District/State level.

- Water sample collection, household survey and sanitary inspections of

drinking water sources should be by village level workers from VWSC/GP.

- IEC and awareness generation by village level workers from VWSC/GP using Field Testing Kits.

- The State level laboratories would also be involved in testing concentrations of rare elements and extend all necessary help in providing water quality testing reports to the State Governments during periods of natural calamity and disasters.

#### 6. Funding

– Under the programme, 100% funding would be provided for strengthening of district level laboratories, setting up of subdivisional laboratories, data reporting cost, stationery cost, water testing, documentation, refill costs of FTKs and data entry costs to the States for strengthening water quality monitoring facilities as per approved norms.

– The existing personnel (both technical and non-technical) in several departments like PHE, Health, Rural Development, Panchayati Raj etc. would be mobilized and involved. NHRM and Central Finance Commission funds to be utilized for this purpose.

– The State Water and Sanitation Support Organization (WSSO) needs to prepare a master plan for the WQM&S programme and also Annual Action Plan indicating year wise financial implication which is to be approved by SLSSC.

 NRDWP will not fund for O&M of the laboratories, cost of disinfectants, minor remedial expenses, annuity and mobility.
 These costs should be covered by the funds available from NHRM, Central Finance Commission, PRI and State budget.

- The funds for implementation of the programme will be released by Govt. of India to the SWSM/PHED/Boards under the Support component of NRDWP. – All IEC and HRD activities under WQM&S programme are to be taken up by CCDU under the WSSO. Funds for setting up of new laboratories and strengthening of existing district level laboratories and administrative expenses shall be released by the States to DWSM/District laboratory. Fund flow and strategy of the entire programme may be decided by the respective State/UT Govt.

# 7. Illustrative List of Training and IEC activities

- Training of Members of PRIs/VWSC/ Standing Committee of PRI on water quality and sanitation
- Water quality issues including health related diseases
- Water quality monitoring
- Sanitation and hygiene
- Training of NGOs, district level officers, State level functionaries on
- Social mobilization
- Water quality monitoring & surveillance
- Sanitation and hygiene
- Training of school teachers at village, bock, district level, Health workers, Anganwadi workers for promotion of water quality monitoring & surveillance.
- IEC strategy which may include
- Inter-personal communication (door to door contact)
- Audio-visual publicity
- Hoardings and wall writings etc.
- Slogans, picture frames, group meetings, street plays, participatory rural appraisal and exhibitions may be used as tools.

IEC guidelines for the Rural Drinking Water Supply sector are at Annexure IV-A.

#### 8. Monitoring of the Programme

– Monitoring through regular field inspections by officers from the State level and the district levels is essential for the effective implementation of the programme.

DWSM should constitute a team of experts in the district who should review the implementation in different block frequently. Such review should be held at least once in a quarter.

- Similarly the SWSM should conduct review of the programme in the districts once in 6 months.

– Inspection should be made to check and ensure that the water quality monitoring & surveillance programme is implemented in accordance with the norms and also that the community has been involved in the analysis of water samples using field test kits.

 Inspection should be done to check whether the water quality information of the drinking water sources in a Gram Panchayat has been displayed

transparently in the Gram Panchayat (by wall painting or special hoarding for which IEC funds could be utilized). - In addition, Govt. of India may also send its Review Missions to the States to assess the quality of implementation of the programme.

#### 9. Reports

The reporting mechanism shall be as follows:-

 All data generated at various levels to be entered online. Data generated from the house hold level or laboratories to be reported through MIS developed by the NIC-DDWS or

through MIS developed by the States.

– Only the chemical parameters will be reflected at the National level MIS whereas the physical and bacteriological contamination to be reported and tackled at the GP/District/State level.

# **Communication and Capacity Development Unit (CCDU)**

#### 1. Background

In demand driven and community based programmes, effective and creative communication plays a crucial role in their success. Both NRDWP and TSC lay great emphasis on use of IEC and HRD to generate demand and create awareness and participation of the community. In some places, results have been good and in some places these have not been so satisfactory in the absence of clear strategy, plan of action, modules, and untargeted resource centers which can help in proper implementation.

Therefore Communication and Capacity Development (CCDU) Unit has been designed and set up in each State for promoting initiatives in water supply and sanitation sector. In States where the water and sanitation sector is looked after by two separate departments two CCDUs may be formed and both must report to the WSSO and SWSM and access funds from allocation for NRDWP (Support).

#### 2. Objectives

The broad objectives of CCDU are to:

- Develop state specific information, education and communication strategy for reform initiatives in water and sanitation
- Provide capacity development of functionaries at all levels
- Address the need of sustainability in water and sanitation
- Promote new technologies which may be taken up under rural water scheme and total sanitation campaign

- Take up advocacy on conventional and traditional water conservation and rain water harvesting
- Undertake action research on various aspects of sanitation including new technologies, impact of provision of sanitation facilities on health indicators, IEC strategies etc.

#### 3. Strategy

The IEC and HRD activities shall be converged at State level by "Water and Sanitation Support Organisation" under State Water and Sanitation Mission. CCDU will form part of WSSO along with MIS/Computerization Project, Ouality Water Monitoring & Surveillance etc as explained in the NRDWP guidelines. CCDU will have expertise and infrastructure for carrying out the IEC and HRD activities for all the sub programmes of rural water and sanitation sector. CCDU shall undertake the following activities -

- Conduct Training Needs Assessment for Water and Sanitation
- Prepare Capacity Building Plan for PRI members, VWSC members and engineering/technical staff
- Take up in-house training.
- Prepare Annual IEC plan for Water and Sanitation sectors.
- Create awareness amongst the community and stakeholders.
- Identify Key Resource Centres at State level.
- Make Payment to the State Technical Agency and for Consultancy services.

#### **4.** Functions

The Unit is to provide IEC and HRD support to the State Water and Sanitation Mission. It shall provide:

- HRD and IEC inputs to the National Rural Drinking Water Programme (NRDWP) and Total Sanitation Campaign (TSC) projects in the State
- Documentation shall be carried out of successful cases or initiatives taken by the States/agencies.
- Districts, which are poor performing, shall also be documented to find out the reasons and possible solutions which may help improve their performance.

#### **5.** Funding

All funds available under NRDWP 5% Support Fund and Total Sanitation Campaign IEC funds (in case of Department dealing with both TSC and RWS) need to be transferred to Water and Sanitation Support Organization (WSSO) under State Water Sanitation Mission w.e.f. 1<sup>st</sup> April 2008.

The CCDU shall look after the IEC and HRD activities related to:

- Water and Sanitation issues.
- Water Quality Monitoring & Surveillance.
- MIS/Computerization programme.
- Sustainability Swajaldhara.
- Monitoring and Evaluation of performance under NRDWP and TSC.
- Research and Development activities.

Annual Action Plan of IEC and HRD activities including Capacity Building Plan is to be prepared by each State. This should be need based and approved by the State level Scheme Sanctioning Committee every year before or at the commencement of the financial year to which it relates. The Annual Action Plan should include the following:

- IEC Activities plan
- Capacity Building Plan for PRI and VWSC members, engineers, grassroots workers on
  - Linkage of health with water and sanitation
  - Role of PRIs and community in planning, monitoring and managing rural water supply and sanitation
  - Water quality testing and monitoring
  - Design and implementation of sustainability structures
  - Professional development for engineers and technical staff
  - Training of grassroots level workers like pump mechanics, pump operators, masons, plumbers, accountants etc,
- One-time procurement of equipment (if not already procured)
- Establishment cost (Consultants fee, contingency, TA/DA)
- Upgradation of the equipments purchased earlier or replacement of outdated/non functional items

#### 6. Establishment Cost

Establishment cost shall include contingency expenditure, fees paid to Consultants, TA/DA etc. Payments of officials who are part of the CCDU but on deputation needs to be considered as they are paid from the CCDU funds. Cost of one time procurement of equipment shall, however, not be accounted as establishment cost.

#### 7. Structure of CCDU

The structure of CCDU is indicated in Annexure VII under structure of WSSO. Desirable qualifications and experience of the WSSO staff are given at the end of Annexure VII.

#### 8. Payment to State Technical Agency (STA)

STA may be assigned the job of Project preparation, project evaluation and approval, development of IEC and HRD modules etc. The job assigned to STA and payment to be made to the institute needs to be approved by State Level Scheme Sanctioning Committee (SLSSC). In this regard state norms may be followed.

#### 9. Reporting Mechanism

The progress report on the IEC and HRD activities from planning to implementation for various functionaries at different levels should be entered in the online IMIS of the Department of Drinking Water Supply on monthly basis.

The material developed on both IEC and HRD needs to be shared with the Department on regular basis.

### Annexure IV-A IEC Guidelines for Rural Drinking Water Supply

1. Water is a State subject and StateGovernment/ its agencies are responsible for managing safe drinking water to all habitations in rural areas. 73<sup>rd</sup> With Amendment of the Constitution, rural drinking water has been placed in the Xith Schedule of the Constitution to be devolved to PRIs. Improving the access and usage of safe drinking water on a sustainable basis is a difficult and complex process especially in rural areas. Consumption of potable drinking water has a profound bearing on the overall well-being of people and their health.

National Rural Drinking Water Programme (NRDWP) aims at empowered, well aware and skilled stakeholders capable of proper planning, implementation, operation, maintenance and management of water supply and water resources at all levels.

2. In order to enable the village community and PRIs to play their rightful role, it is important that knowledge and information gapsboth thematic and programmatic on various aspects of drinking water are bridged and an enabling environment is created. To enable the PRIs especially at the village level to plan, implement, manage, operate and maintain 'safe drinking water to all throughout the year on a sustainable basis' and to ensure coverage of all rural habitations with access to safe drinking water. sustainability of drinking water systems and sources, and to tackle the problem of water quality in the affected habitations, it is necessary that a multi-pronged approach is adopted. In this context, a well planned information, education and communication (IEC) campaign plays a critical role.

#### Strategy

3. IEC Campaign has to inform, educate and persuade people to realize their roles and responsibilities, and benefits accruing from investing in right practices. It should take into account the barriers and variables related to infrastructure, socio-cultural practices and traditions. The focus of any communication activity should be on awareness, sensitization and motivation of people to follow right hygiene, sanitation and water handling practices. The medium to be used for the IEC will depend on the following aspects:

a. access to service in terms of quantity, quality and periodicity/ regularity of drinking water supply;

b. various aspects of drinking water management viz. usage, conservation, safety and hygiene issues, economic aspects, operation, repair and maintenance, etc.;

c. different age groups and people viz. children, women, village elders and community leaders, etc.; and

d. local culture, traditional practices, language and dialect of the State/ region 4. The thrust of the IEC strategy requires promotion of community management to reorient the delivery of water services from the centralized supply-driven approach to the decentralized, demanddriven, communitymanaged approach to be managed by the PRIs and local communities. IEC strategy needs to prepare the PRIs and rural community to take over the responsibility of managing and providing safe drinking water to all on a sustainable basis. Different strategies and activities need to be used for different areas. The following four broad areas need to be kept in mind while preparing the IEC strategy of the State:

- Awareness: The rural community needs be made aware about bacteriological contamination, water-borne diseases and their impact on health, safe hygienic and sanitation facilities, various aspects of safe drinking water, appropriate technologies, water quality standards, testing the quality of water, waste management, wise management of local water resources, etc.
- **Transparency:** It is very critical that people are fully informed about the plan, schemes and investments proposed to be made in their areas. In fact, they should have a major role in deciding on the appropriate option. The village committee should display details of funds received and utilized at a prominent place in such a manner that people can see and understand it. This should be updated on a regular basis.
- People's participation: Rural community should be involved in planning, implementation and monitoring of the programme. While designing the programme for the community its needs, resources and challenges have to be assessed.
- Accountability & responsibility: People are to be made aware that Gram Panchayat and Gram Sabha have a key role in monitoring the programme.

#### Objective

5. The objective of the IEC campaign is to trigger positive behavioural changes among stakeholders with respect to hygiene, use of safe drinking water and sanitation facilities.

This requires enhancing knowledge regarding safe drinking water, hygiene and sanitation by preparing, involving and empowering the rural community to actively shoulder he responsibility. The objectives of the IEC campaign may be as follows:

 create awareness and motivate people to take affirmative action for protection of drinking water sources, safe handling of drinking water;

- create awareness and motivate people to conserve water resources;
- trigger behavior change among individuals, families and communities to adopt improved health and hygiene practices;
- create awareness and demand for community participation; create an enabling environment through strengthened coordination, effective advocacy with media and critical stakeholders; and

promote personal accountability and responsibility for ensuring provision of safe drinking water to all.

#### **Focused areas**

6. IEC Campaign on safe drinking water would, *inter alia* include the following themes:

i) Use of safe and clean of drinking water

ii) Judicious use of drinking water

iii) Avoiding wastage of water

iv) Rainwater and rooftop water harvesting, recharge of ground water

v) Reuse and recycling of water

vi) Protection of drinking water sources vii) Involvement of panchayats and community

viii) Formation of VWSCs with women and SC/ ST/ minority members and it's capacity building

ix) Water borne diseases

x) Water handling

xi) Wastewater and solid waste management

xii) Sustainability of water sources though various technologies

xiii) Hygiene behavior

xiv) Water quality & testing

xv) Gender specific water issues

xvi) Water resources and treatment

xvii) Operation & Maintenance of water systems

xviii) Management and planning of water services

xix) Low cost technological options

xx) Safe water in schools and anganwadis

xxi) Equity issues (SC/ ST/ minorities)xxii) Cost effectiveness of various options

#### **Planning IEC Campaign**

7. Following target groups should be kept in view while planning the campaign:

- Primary Target Group : creating awareness, raising the profile of issues and involving people in solving them – rural community, school going children and youth, Panchayat members and village elders/ community leaders
- Secondary Target Group: Other important stakeholders and influencers (programme managers, district officials, etc.)

8. While planning the campaign, the following should be considered:

- for effective implementation of the IEC campaign, the following issues need to be kept in mind :
  - it is necessary to understand whose behavior (target group) needs to be changed;
  - which behavior pattern needs to be changed and in what direction;
  - specific messages should be given to specific groups;
- hence it is necessary to know:
  - what do people already know and do in terms of water and sanitation facilities;
  - their perception regarding health and hygiene aspects;
  - how do they define safe water, sustainability, sanitation, health and hygiene;
  - how much importance do they attach to safe drinking water sustainability and basic sanitation facilities;
- it is essential to establish in people's mind the relationship between safe drinking water, sustainability, clean environment, sanitation and health and

that these are not possible without community participation; and

 a sense of community ownership, accountability and responsibility to use and maintain facilities should be inculcated. Involvement of different implementing agencies is required in order to motivate the users in planning and implementing of the project.

# Suggested List of IEC Activities at State Level

9. State IEC activities shall intensify and extend the reach of Behavior Change Communication campaign. Selection of any communication medium is driven by the programme objective. While developing any communication activity it is necessary to keep in mind the requirement of the target audience in terms of information needed and the manner in which it has to be disseminated. Multiple channels are essential to harness optimum results. The key audience and merits of a media will be key factors in prioritizing the various channels.

10. The following suggested activities may be undertaken at State level:

#### I. Mass Media

- "Audio-Visual spots" shown on TV
- "Audio Spots/Jingles" broadcast through radio.
- Street theatre to promote desirable behavior through kala jathas, street plays, folk songs etc.
- Talk shows, panel discussions and expert lectures on related issues on national and regional channels

#### II. Print Media

- Advertising in regional papers and magazines
- Development of concept for advertorials and daily updates

- Coverage of events, success stories in regional newspapers
- Development and supply of brochures, pamphlets, leaflets, flip charts, etc. highlighting the initiatives taken up by Government, schemes, technologies, sources available at all levels,
- FAQs booklet

#### III. Outdoor Publicity

 Development and supply of hoardings and banners for panchayats offices, schools, anganwadis, health centers, railway stations, bus stops, post offices, District Administration Offices, on buses, bus stations, health sub-centre, Primary Health Centres, Post office and PRI offices, chemist shops, banks, etc.

IV. Activities at School and Anganwadi level with involvement of students

- Development of School Kit that includes behaviour posters, leaflet for children and parents, leaflet for teachers and handwashing poster;
- Organizing State level essay and elocution competitions on health and hygiene among school children;
- Plan for awareness generation through rallies, padyatras, etc.; and
- Involvement of NSS, NSC, Scouts and Nehru Yuvak Kendras (NYKs)

#### VI. Non-Conventional media

- Using mobile messages (SMS);
- Message printed on inside and back cover pages of free textbooks and notebook.

#### VII. Other Relevant Activities

 Development of communication kit comprising of all IEC materials like posters, hoardings, banner, slogans, SMS messages, informative booklet, leaflets, audio-visual CDs, documentary films etc.;

- Celebrating National and International days such as World Water day (March 22nd), World Toilet day (November 19th), Hand Washing day (15th October or as modified), World Women's day (March 8th), Environment day (June 5th), etc.;
- Participating in Republic Day parade through tableau or felicitation of PRIs, schools, motivators, students and other stakeholders for best performance in various schemes;
- Production of documentary on success stories and innovative practices and showcasing it;
- Awarding schools with best health and hygiene condition at State, district and block level;
- Partnership with other line department programmes such as NRHM, SSA, ICDS, etc.;
- Exposure visits at state, districts and panchayat level;
- Celebrity endorsement : using celebrity for awareness generation on health and hygiene;
- Web based publicity; and
- Impact assessment through third party agency to assess the effectiveness of the communication activities in terms of quality and quantity

VIII. Capacity building and training

Training of Trainers for local artists at state level

IX. Advocacy and Networking

- Media Communication workshop with eminent journalists from print & electronic media;
- Sensitization workshops for journalists from print and electronic media; and
- Sensitization workshops with Radio jockeys and programme production managers from Government Radio Channels.

# IEC activities at the District Level

I. Mass Media

- Telecast of "Audio-Visual spots" through local cable networks;
- Broadcast of "Audio Spots/ Jingles" through local FM channels;
- Awareness generation through local cable operators.

II. Print Media

- Distribution of IEC materials to schools, anganwadi, panchayats pradhans, students, teachers, health workers, key opinion leaders, religious group members, individual beneficiaries, etc.
- Availability of above materials at relevant community congregation points viz. District Administration Office, PRIoffices, Post offices, schools, anganwadis, health centers, commercial/ market places, etc.

III.Inter-Personal communication

- Use of SARAR and PRA techniques to involve the community and PRIs in identifying the problem areas and intervention needed;
- Conducting focus group discussions and community level and door to door; and
- Health-walk especially for women and children.

#### IV. Outdoor Publicity

- Hoardings and banners at panchayats offices, schools, anganwadi, health centers, railway stations, bus stops, post offices, District Administration Office, Health subcentres, Primary Health Centres, PRI offices, chemists shops, bank, etc.
- Wall painting at village entrance, schools mandies, Panchayat offices, schools, anganwadis, health centers,

railway stations, bus stops, post offices, District Administration Office, Health sub-centres, Primary Health Centres, PRI offices, chemists shops, banks, etc.

 Panel/ messages inside and outside public transport buses.

V. Activities at School and Anganwadi level with involvement of students

- Distribution of School Kits that includes behaviour posters, leaflet for children and parents, leaflet for teachers and handwashing poster;
- Using children as communication agents to spread the awareness about health and hygiene;
- Poster making, wall painting, slogan writing by students;
- Organizing various competitions like essay completion on health and hygiene among school children;
- Awareness generation through rallies, pad yatras, etc.;
- Involvement of NSS, NSC, Scout and NYKs;
- Certificate for good habit for maintaining personal and environmental hygiene, to students by schools on periodical basis; and
- Messages on book covers for school children.

VI. Non-Conventional media

- Use of video vans, street plays, folk group, sport events, etc.
- Interactive programmes at melas, mandis and haats; and
- Awareness through pad yatras, rallies, slogans, etc.

#### VII. Other Relevant Activities

 Production of documentary on success stories and innovative practices and showcasing it;

- Awarding schools with best health and hygiene condition at district and block level;
- Partnership with other line department programmes such as polio eradication campaign, immunization programme, etc.;
- Exposure visits at state, districts and panchayat level to promote exchange of ideas and knowledge;
- Use of Interactive tools like folklore based programmes, competitions, interactive games; and
- Workshop for local artist at district level.

#### **IEC** Activities at the Block level

#### I. Mass Media

 Broadcast of "Audio Spots/ Jingles" through Community Radio.

#### II. Inter-Personal communication

- Use of SARAR and PRA techniques to involve the community and PRIs in identifying the problem areas and interventions needed;
- Conducting focus group discussion and door-to-door interactions;
- Health walk especially for women and children; and
- Calling women baithak (meeting) to discuss issues on health, hygiene, water, sanitation facilities, etc.

#### III. Outdoor Publicity

- Hoardings and banners at panchayats offices, schools, anganwadi, health centers, railway stations, bus stops, post offices, block offices, health sub-centres, Primary Health Centres, PRI offices, chemist's shops, banks, etc.;
- Wall paintings at village entrance, schools, mandies, Panchayats offices, schools, anganwadis, health centers, railway stations, bus stops/ stations, post offices, health sub-centres, Primary

Health Centres, PRI offices, chemist's shops, banks, etc. and

• Panel/ message through public transport buses inside and outside.

VI. Activities at School and Anganwadi level with involvement of students

- Using children as communication agent to spread the awareness about health and hygiene;
- Distributing daily activity chart on good and bad habits to student to monitor at least 5 houses on weekly basis;
- Shramdan in schools on weekly bases with supervision by teacher and principal. Shramdan activities like water sources, cleaning of water collection utensil, cleaning school campus, cleaning of sanitation facilities and maintenance of personal hygiene; and
- Name plate in schools displaying names of students who are member of Swachatta club. Formation of Swachatta club by involving students as in charge of the club; and
- Poster making, wall painting, slogan writing by students.

#### VII. Other Relevant Activities

- Exposure visit at state, districts and panchayat level;
- Exhibitions at block level; and
- Use of interactive tools viz. folklorebased programmes, competitions, interactive games, etc.

#### IEC Activities at the Gram Panchayat / village level

I.Inter-Community communication

 Use of community led approaches to trigger behavioural change in safe water use, water conservation and sanitation has been found to be the most effective IEC activity.

#### II. Inter-Personal communication

- Use of SARAR and PRA techniques to involve the community and PRIs in identifying the underlying problem areas and intervention needed;
- Conducting focus group discussions and door-to-door interaction;
- Health walk especially for women and children; and
- Calling women's baithak (meeting) to discuss issues on health, hygiene, water, sanitation facilities, etc.

#### III. Outdoor Publicity

- Public announcement through loud speakers at village level by GPs;
- Tin plates on bus panels, cycle stands auto rickshaw stands, gram panchayats, schools, anganwadi centers etc.;
- Wall tiling at bathing ghats, common well, village squares (congregation point) etc.;
- Stickers on hand pumps located in public places; and
- Stenciling in the village roads and other congregation points.

IV. Non-Conventional media

- Audio announcement at Azan, temples, dhabas, paanshops, etc.;
- Publicity in village haats, melas, religious gathering, festival ceremony, sports competitions etc.;
- Interactive programme at melas, mandis, haats, etc.;
- Use of interactive tools viz. folklorebased programmes, competitions, interactive games, etc.;
- Announcement at public gathering e.g. bus stand, railway platform, etc.
- Focus group meeting with SHGs.

#### **Implementation Plan**

11. A proper plan based on the above need to be developed well before the start of the financial year and should be followed during the year for effective IEC campaign. 12. Following key points should be considered while implementing the IEC campaign:

- Baseline survey to understand basic information about the target audience and their felt needs, problems and services available;
- Preparation of State, district, block and village Panchayat specific IEC strategy and modules for carrying out the campaign;
- Formation of Village Water and Sanitation Committee (VWSC);
- Development and supply of required number of IEC materials;
- Pre test of IEC material developed;
- Use of inter community communication and behavior change communication strategy while implementing the programme;
- Using interpersonal communication should be an integral part of IEC strategy;
- Conducting focus group discussion to understand needs, challenges and perception of the community about the programmes; and
- Monitoring and evaluation of the IEC by end use monitoring etc.

13. Funds available under Support Activities of NRDWP along with State resources and assistance available from other sources should be dovetailed while planning and implementing the IEC campaign.

#### **IEC Fund distribution**

14. SWSM should approve the IEC plan and accordingly distribute the funds for activities to be taken up at different levels. Out of the total available fund for IEC, about 10% funds may be allocated to activities at the State level, 20% to activities at the district level, 10% to the block level and 60% for village level activities. This norm is flexible and activities should be planned in such a manner that there is no duplication and economies of scale are achieved.

## Strategy for Implementation of HRD Campaign

The State CCDU needs to hold Training Needs Assessment workshops make an in-depth study to ascertain the training needs for different stakeholders on different issues of rural water and sanitation programme.

Based on the need assessment report CCDU, in co-ordination with STA and other State and national Resource Centres, needs to develop "Training modules" for different stakeholders on different related subjects.

Every year a Capacity Building Plan has to be prepared for training of the following stakeholders at different levels:

#### Village level

Gram Panchayat and Village Water Sanitation Committee members, Women, Masons, Self Help Group members, Motivators, Teachers, Anganwadi workers, Health workers/ ASHA workers, Non Governmental Community Organizations/ Based Organizations, pump mechanics, pump operators, plumbers, water quality testers etc.

#### **Block level**

 Gram Pradhans, Block Panchayat members, Block Development Officer, Health Officer, Education Officer, Non Governmental Organisations, Junior Engineers, Master Masons, Mechanics, Teachers etc.

#### **District level**

Block Panchayat Presidents, Zilla Panchayat members, PHED engineers, District Coordinator. Consultants. Support Staff. Non Government Organisations, District Water Sanitation Committee members, Development department Officers. Other related officers

#### **State level**

 Zilla Panchayat Presidents, State level PHED Engineers, CEs, SEs, EEs, District Collectors, CEOs of ZP, Executive Engineers, Consultants of CCDU, Support staff of CCDU, Non Government Organisations, Other related department officers

### **Guidelines for Engaging Technical Experts in Rural Water Supply and Sanitation Sector**

#### 1. Background

The aim of the Government is to ensure permanent drinking water security to all households in rural India, considering the guiding principles of potability, reliability, sustainability, convenience, equity and consumer's preference, while planning for community-based drinking water supply schemes. In this regard, measures to improve existing drinking water sources through conjunctive use of surface-water groundwater. and rainwater harvesting will be adopted based on the village water security plan prepared by the community.

Technical expertise is required at all levels including the Panchayats to achieve the goal. Therefore, guidelines have been developed for engaging technical experts in rural water supply and sanitation sector to support the State Governments in their endeavours in this direction. This is a part of the Support Activities funded under the NRDWP.

#### 2. Specific Objectives and Tasks

- To assist State Governments in providing appropriate technology and bringing in sustainability to drinking water supply systems, safe sanitation, proper handling of water and hygiene practices and solid/liquid waste management, etc.
- Assist in promoting sustainable technologies like Eco-sanitation.
- Assist in demand driven community mobilized projects duly addressing equity, gender and vulnerability issues.

- Assist the States in developing district and State level Master Plans for water supply and Sanitation.
- Assist in training/capacity building of State/PRI officials
- Assist in conducting National/State level Workshops both for water and sanitation.
- Attend the State Scheme Sanctioning Committee meetings and provide proper direction in approving good and sustainable projects
- Assist in developing and publishing technical manuals/operational guidelines /publications/ brochures/ leaflets on water, sanitation, health and hygiene related issues.
- Evaluate technologies/conduct impact assessment studies on specific cases
- Exploring sustainable and low cost technologies, use of new and renewable energy systems within and outside the country and disseminating the information to the States.
- Assisting the States in using technologies like GIS/Remote Sensing for preparing good quality hydro-geomorphological maps and identification of appropriate sites for drilling for groundwater sources and for recharge structures.
- Review district water testing laboratories and provide necessary technical advice for improvements/upgradation of these labs.

#### 3. Qualification and Experience of Technical Experts and Methodology of Empanelment

The focus of extending technical support to the State Governments is to utilize the technical competency of experts in the water and sanitation sector who have worked at senior positions.

The following are suggestive requirements for empanelment of these experts by the Department.

#### Relevant University/ Engineering Degree

At least 20 years of experience in senior position in any specific area relating to water and sanitation sector e.g. engineering/ environmental science. water supply and sanitation engineering, repair and installation of water treatment plants and designing optimum cost distribution network, water auditing, social auditing, energy auditing, new and renewable energy systems, impact assessment studies, ISO-14001 lead auditor. expertise handling in sludge/wastewater, ecological sanitation, geology, hydrology, chemistry, microbiology, preventive medicine, specialist diagnosis, creation of low cost local solutions by conjunctive use of water, special techniques in ground water Oorani development and recharge, revival of traditional ponds, roof-water harvesting, carbon credits exchange for bio-gasifiers, community mobilization, capacity building, software solutions for reducing O&M cost, online monitoring, etc. or any related field of work.

#### 4. Institutional Mechanism for Engaging Technical Experts

It is the responsibility of the STA to engage technical experts on specific assignments. For preparation of Sustainability projects, the STA may depute technical expert(s) to the concerned district. Once such projects are prepared, the STA may hire subject matter specialists to examine these projects before they are submitted to the SLSSC for approval.

For other tasks e.g. preparation of manuals, hand books, review of projects, field visits for overseeing implementation of new technology, impact assessment studies, etc. STA will hire the services of the Technical experts directly and involve them at the State level.

#### 5. Major Activities and Funding Pattern

Specific objectives and tasks have already been stated at Para 2.0. These tasks can be broadly divided into the following categories:

- Attending State level Scheme Sanctioning Committee (SLSSC) / State or Central level discussions/Reviewing the Sustainability component in projects prepared by the State already Governments for sanction of SLSSC/Review of water supply and Sanitation projects. A brief report in 3 copies will have to be prepared by the technical expert, of which one copy is to be submitted to the Department of DWS and two copies to the concerned State Government.
- Preparation of Projects by Technical Experts

- These projects may be of two types i) DPRs/FRs already prepared by State officials but IEC, HRD, Sustainability and Environmental sanitation component is not built in and has to be designed with all details. ii) Totally new projects are required to be prepared along with IEC, HRD, Sustainability and Environmental sanitation components with focus on developing local solutions

through conjunctive use of ground water, surface and roof-water harvesting. In either case, all relevant basic data required for preparation of projects will have to be provided by the State Government. The Technical expert would design the project based on the inputs from the State Government concerned. The project report preparation cost is to be built into the total project cost. All such reports would be placed for examination by the State Technical Agency (STA) to be created by all State Governments, which is one of important wings of the State Water and Sanitation Mission. The SLSSC should not approve any project unless the STA clears the said project in the first phase. A set of additional technical from reputed experts Institutions/Universities/Engineering Colleges can also be hired as empanelled specialists with the STA.

• It is the responsibility of the State Governments to replicate any successful sustainability model and experts should not be hired for creating similar models elsewhere.

- Developing Training Manuals/ Modules /Design/Hand book, etc. on Water Supply or Sanitation
- Assisting in conducting specific training/awareness generation programme
- Assisting in conducting impact assessment studies
- It may be noted that no consultancy fee, honorarium will be payable to any technical expert. However, TA/DA, local travel and incidental expenses etc. will be reimbursed by the State/UT Government on actual basis as per the existing Government of India guidelines for travel of Grade-A Central Government Officers on duty. This expenditure could be met from the funds provided to the State Water and Sanitation Support Organization (WSSO) under the National Rural Drinking Water Programme А suggestive list of Technical experts State-wise has been provided in the departmental web site. However, the State Governments are free to select their expert as per the local conditions based on the provisions of the guidelines as above.

### Annexure V Guideline on Computerisation and Management Information System (MIS)

The Department of Drinking Water Supply (DDWS) will continue to practice and promote e-governance activities within the Department and support the strengthening of these activities, at state level, during the 11<sup>th</sup> Five-Year Plan with priority on deployment of state MIS, capacity building, Management Content (adoption and integration of GIS/Remote Sensing content with MIS), Compliance with census administrative codes and sharing the information in public domain through state PHED/RWSS website (for promoting the RTI Act), connectivity, computerized grievance redressal and eservice delivery. The programme will also cover the provision of computing environment at sub-division (sub-district in the field offices of PHED/RWSS agencies) level in the remaining states.

Government of India will provide financial support to the State Governments/NIC-DDWS under NRDWP Support Fund on 100% Central share basis for the following items –

1 Computing Environment

- a For Mission HQ
- b New field offices at state /circle/zones/divisions
- c Remaining/new Sub Division offices
- d Upgradation of hardware and system software
- 2 Connectivity / Networking for remaining sites/offices including sub division and VC facility at state and Mission HQ.
- 3 Strengthening Modification / addition / upgradation) of MIS / Application Software Package

- a Operation and Maintenance MIS
- b Development of State PHED/ RWSS Dynamic Website, its linkages with state/DDWS MIS, making it W3C compliant with accessibility / security standards. localization, edocumentation, Multimedia presentation and for sharing departmental data/ dynamically, information in public domain
- 4 Content Management-Compliance with Census Codes, localization of data, and adherence to other standardized content management practices, GPS integrated hand held device deployment for field data collection etc
- 5 Capacity Building for centrally developed applications by DDWS (IMIS, new technology such as usage of GPS enabled devices/hand held devices etc)
- 6 GIS Development

  a GIS Hardware and system
  software (only at Mission and
  State HQ Level)
  b GIS sensitization at IIRS/NRSC
  for maximum 5-10 persons/state
- 7 Central Monitoring Cell for ensuring the effective implementation of the 11th Plan e-Governance Guidelines
- 8 Computerised Grievance Redressal system at the State

9 Recurring Expenditure and consumables for state projects to be funded wholly from State funds.

MIS and Computerisation plan should be prepared as part of the Annual Action Plan under NRDWP (Support). Based on the plan discussions with the DDWS the activities proposed in the plan are to be revised. The SLSSC would have powers to approve the revised Plan activities for implementation,

During 9th Plan to part of 11th Plan period (upto 31.3.2009, funds were released to the States to provide hardware/networking support to State, Regional and District level Offices of PHED and w.e.f. 1.4.2009 it is proposed to extend the same to subdivisional offices of PHED in states.

Funds released to States for computerization of State, Regional and District PHED offices upto 31.3.2009 need to be utilized fully for items approved by Government of India and expenditure statement including utilization certificate to be submitted to GoI. Unspent/balance amount may be utilized for providing hardware /networking support and soft ware etc to the Sub-Division Offices of PHED.

As in the previous plan periods, National Informatics Centre (NIC) will continue to play role of Chief Technical/e-Governance Consultant to the Department during 11<sup>th</sup> Plan period also. NIC will assist the Department at the National Level. The NIC State Unit may assist the State Level Scheme Sanctioning Committee (SLSSC) for implementation of the Project in the identified areas stated above. At the center, NIC will be in charge of the management of central database and will responsible for all software be development and training needs. These activities will be carried out through paid projects awarded to NIC/NICSI.

#### 2 Computing Environment

With the fast changing specification/configuration of hardware in Information Technology Sector and of fluctuation rate of different components of the computer hardware/System software, all states are to adopt the specification and rates finalized by the respective States/UTs Governments following proper formalities, at the time of procurement of hardware.

2.1 Sub Division Offices and Water Quality Testing Laboratories

Keeping in view the assistance provided to the states, in the last two plan periods, subdivision level computerization would be supported in the current plan period. The following items will be allowed at Sub-Division Offices and water quality testing laboratories.

- I. Computing Environment at Subdivision level offices
- a. Desktop with Operating System and Office Automation Software (Two)
- b. Printer (One)
- c. UPS (Two)
- d. Portable Hard Drive, pen drive, internet data card (as per requirement)
- e. Hand held (with integrated GPS) device (Two/Subdivision)
- f. Internet connectivity through dial up/lease line/ VSAT /and associated network equipment as found suitable
- g. Installation of LAN based on switch/hub/repeater & CATS cabling

II. Computing Environment at Water Quality Testing Laboratories

- a. Desktop with Operating System and Office Automation Software (One)
- b. Printer (One)
- c. UPS/CVT (One)

- d. Portable Hard Drive, pen drive, internet data card (as per requirement)
- e. Internet connectivity through dial up/leaseline/VSAT/associatednetwor
- k equipment as found suitable

#### 2.2 Upgradation of hardware

Keeping in view, the pace of technical advancement and innovations, all hardware provided under the erstwhile MIS projects may be declared obsolete after five years from the date of purchase and can be replaced with new hardware of higher specifications and necessary system software after due approval from SLSSC Buy back options could also be considered.

#### 3.Connectivity/Networking/ Video Conferencing Facility

- a Installation of LAN based on Hub/Switch and cabling at new offices and remaining Sub-Division level (As per requirement).
- b Installation of a VC facility at CE offices and State PHED/RWSS Secretary and DDWS HQ (One in each office).

#### 4. Strengthening of Application Software / MIS Package Implementation

During the 10th plan, States were offered and provided funds for development of MIS Software. As a result, a few states are engaged in deploying their information systems.

Successful deployment and sustenance of these state MIS would require operation and maintenance (MIS O&M) funds. Such O&M expenditure may be borne from the NRDWP Support funds with the approval of SLSSC provided the following conditions of deployment and usage are met:

The deployment of MIS, in the following minimum areas should have been successfully completed with data granularity of habitationwise water sources/systems and the system fully utilized on a day to day basis with data available in public domain. This is required to realize state specific web based information system, on the lines of IMIS, so that the data could be exchanged between state system and IMIS electronically and repetitive data entry is avoided. This is non-negotiable precondition for any further funding under these guidelines.

- Habitation data with 100% linkage to Census 2001 data
- Finance and works Accounting
- Scheme/Assets and Programme Management
- Water Quality Monitoring & Surveillance Programme
- Inventory management of major procurement items like pipes etc.
- E-tendering/e-procurement.

#### **5.** Content Management

For making MIS data compliant with 2001 Census Codes, localization of data and adherence to other standardized content management practices, funding can be met from Support component based on data entry man-months as per requirements. Cost of engaging enumerators for one time GPS survey of water sources can also be met from this component as per requirements.

#### 6. Capacity Building

Funds can also be used for capacity building for centrally developed applications by DDWS including usage of GPS enabled devices/hand held devices for mobile application, through field level training programmes as well as web based multimedia videos and presentations.

#### 7. GIS Development

GIS application development costs could be funded with approval of SLSSC in states which have moved into the third phase of computerization where governance is fully based on web based digital information and new innovative technologies have been adopted. For such states, equipments/activities, for GIS development at the Head Office of the State Government dealing with Rural Water Supply and Sanitation, , will be supported under Support component.

- 7(a) GIS Hardware and Software at State Headquarters
- i. PC with OS 2
- ii. A0 Size Scanner cum Printer 1
- iii. A0 Plotter 1
- iv. UPS 3 KVA
- v. Digitizer A3 Size 1
- vi. GIS software (as per requirement)

7(b) Development of web enabled GIS package integrated with already developed MIS and Content Management (Digitization, scanning, web enabled GIS Integration with existing MIS)

#### 8. Role of NIC/NICSI

Funds will be provided to NIC/NICSI based on proposals submitted by NIC/NICSI, for execution of these guidelines at the central level and extensive capacity building at field level, as and when required. This will include application development and deployment charges, manpower charges, hardware and system software expenses, data entry expenses, provision of space, preparation, honorarium site of officers/contract personnel and travel expenses of officers and contract personnel who will have to travel for extending support at State/Regional level. This should also include the fund requirements for participation of group/cell members in conferences /workshops/training programmesetc for enhancement of their skill sets.

For effective monitoring, contract persons (Consultants, Designer, Programmers, Data Entry Operators and other staff) may be hired, through NICSI or through other suitable agencies, if required.

#### 9. Procurement

The procurement of hardware and office automation software will be done by State Governments after the project is approved by SLSSC. All the related procurement and financial norms as prescribed by the respective state governments for procurement of computers, hardware and software should be followed.

#### **10. Annual Maintenance**

Comprehensive Annual Maintenance Contract (AMC) should be entered into by the respective State/UT Governments/Agencies with the selected vendor or any other appropriate agency.

# 11. Installment of Release of Funds to NIC/NICSI

For proposals submitted by NIC/NICSI, for execution of these guidelines through the Central Monitoring Cell, funds would be released to the executing agency in two installments. The 1st installment (60%) would be released after approval of the project by DDWS. The last installment (40%) would be released after submission of expenditure statement by NIC/NICSI and 60% utilization of funds released in 1st installment. In case the funds cannot be utilized by NIC/NICSI, the same should be fully refunded to GoI.

# **12.** Completion of Project Sanctioned

Project sanctioned must be completed within the project period. In case it is not completed, valid reasons will have to be submitted by the States/UTs Government, failing which funds would have to be reimbursed to Government of India.
#### Annexure VI

# Policy Guidelines on Research and Development for Rural Water Supply and Sanitation Sector

#### 1. Introduction

Research and Development in the field of Rural Water Supply and Sanitation programme is one of the support activities of the Department of DWS for which 100% funding to research organizations including NGOs is given by the Central Government.

To strengthen the R&D facilities in the concerned Departments in various States, State Governments are encouraged to establish R&D cells with adequate manpower and infrastructure and fund State specific

research projects from the NRDWP (Support) funds.

#### 2. Priority areas for research and development (R&D) initiatives in rural drinking water and sanitation sector

Department of Drinking Water Supply, Ministry of Rural Development, Government of India has identified the following priority areas for sponsoring research and development projects in rural drinking water and sanitation sector and seeks R&D proposals from well established R&D institutions, Universities, etc.:

Priority area – I

#### Water resources exploration, assessment & exploitation related technology development

Specialized geo-physical interventions for problem areas;

- Remote sensing applications in specific areas (other than hydro-geomorphological maps) including temporal changes in land use and interventions on creation of ground water sanctuaries;
- Improvement of traditional springs/ tanks/ponds/ surangams including monitoring;
- Evaporation control in drinking water based surface water courses; and
- Dissemination of efficient technologies through universities and reputed organizations.

Priority area – II

#### Technology development for improvement in water extraction techniques

- Improvements in hand pump/ attachments like dual pumps energy saving pumps/windmill/ solar pumps/ hydraulic rams;
- Improving energy efficiency for reducing O&M costs for projects using conventional power;
- Improvement in tube-well efficiency (strainer, gravel pack);
- Improvement on rejuvenation techniques (caving of wells/ clogged strainers/ clogged infiltration gallery).

Priority area – III

# Water scarcity reduction and related technology development

 Artificial recharge/ control of salinity ingress/ evaporation reduction techniques/desalination;

- Water saving irrigation/ industry/ reuse and recycling/ tap leakage detection and prevention improved storage and distribution inexpensive storage tanks (ferro-cement)/ distribution pipes (PVC, bamboo);
- Improvements in distribution network of water supply projects for reducing water losses including unaccounted losses;
- Recovery of pure water from wastewater/sludge generated from clariflocculators and improved methods of alum recovery;
- Special interventions for providing safe drinking water in drought prone and floodhit areas; and
- Cost optimization and improvements on types of materials, structure, storage, etc. For rainwater harvesting structures.

Priority area – IV

# Technology for water quality enhancement for rural areas

- Development of water quality kit;
- Technologies for treatment of excess salinity/ sulphate/ nitrate/ arsenic/fluoride/ iron, etc.;
- Bacteria/ virus and related microbiological/genetic engineering impacts with respect to unsafe drinking water quality;
- Development of water quality enhancement - tablets/ powders/ portable heaters/ traditional herbs and processes;
- Various methods of disinfection including newer technologies like ozonation, coppersilver ionization, etc.;
- Environment friendly sludge disposal methodologies from treatment plants; and
- Improving efficiency of RO plants and reduction of O&M cost through use of solar photovoltaic (PV) cells.

# Watershed management to optimize drinking water supply

- Delineation and resource inventory of the micro or mini watersheds;
- Maximization of water conservation and minimization of environmental degradation like erosion, sedimentation, etc..;
- Conjunctive use of water resources development of effective models; and
- Pilot studies on convergence of various centrally sponsored schemes for achieving drinking water security.

Priority area – VI

# Water-health interaction in the socio economic cultural set up

- Interface problems between engineers/geologists/ medical scientists on water and sanitation issues;
- Correlation between water constraints and quality of life, especially for communication and social mobilization strategies;
- Nutritional intervention in Fluoride and Arsenic affected villages;
- Methods of bringing about behavioural changes in sanitation, safe water use, etc.;
- Improving water and sanitation governance;
- R&D projects based on multi-centric studies;
- Governance and conflict resolutions in water and sanitation sector; and
- Change management of rural water supply sector Engineers/ Scientists.

Priority area – VII

#### Development of appropriate rural sanitation technology

- Design of improved leach pit;
- Hygienic rural toilets;

Priority area – V

- Utilization of kitchen waste;
- Protection of open wells/ ponds and improved methods of sanitary survey;
- Ecological sanitation and methods for enhancing fertilizer value of digested material;
- Improved methods of solid and liquid waste management;
- Solid waste management especially with regard to reuse/ recycle/ reduce use of plastics; and
- Women menstrual hygiene, baby friendly toilets, special toilets for disabled, infant sanitation, etc.

**Note:** thrust will be given on technology development and demonstration and proving them in the field through trials

and transfer of technology for large scale application.

### 3. Approach

The detailed guideline on R&D activities may be seen at the web site http:// ddws.gov.in under programme - R&D. The State Government may take up R&D projects in consultation with STA under State Water and Sanitation Organization (WSSO) with the approval of SLSSC. For taking up such R&D guidelines projects, GoI issued by Department of Drinking Water Supply, Ministry of Rural Development mav be adhered to.

# Annexure VII Institutional Set Up at State, District and Village Levels

#### 1. State Water and Sanitation Mission (SWSM)

As towards achieving а step coordination and convergence among State Departments dealing with Rural Drinking Water Supply, Rural Sanitation. School Education. Health. Women and Child Development, Water Resources, Agriculture etc. a State Water and Sanitation Mission should be set up at the State/UT level. It shall be a registered society under the aegis of the Department / Board / Nigam / Authority / Agency implementing rural water supply programme in the State. It will be providing the operational flexibility to the States/UTs, so that the desired thrust is made available for an integrated implementation of and institutionalizing community participation under Rural Water Supply Programme and Total Sanitation Campaign (TSC). The State Water and Sanitation Mission (SWSM) shall be headed bv the Chief Secretary/Additional Chief Secretary / Development Commissioner with Secretaries in-charge of PHED, Rural Development (RD), Panchayati Raj Finance. Health. Education. (PR). Women and Child Development, Water Resources, Agriculture, Information and Public Relations (I&PR) as members. Secretary (PHED) (or the Department concerned with rural water supply) shall be the nodal Secretary responsible for all the SWSM activities and for convening the meetings of the Mission. Experts in the field of Hydrology, IEC, HRD, MIS, Media, NGOs etc. may be coopted as members.

The State Water and Sanitation Mission (SWSM) would have the following functions:

- Provide policy guidance;
- Convergence of water supply and sanitation activities including Special Projects;
- Coordination with various State Government Departments and other partners in relevant activities;
- Monitoring and evaluation of physical and financial performance and management of the water supply and sanitation projects;
- Integrating communication and capacity development programmes for both water supply and sanitation;
- Maintaining the accounts for Programme Fund and Support Fund and carrying out the required audits for the accounts.

#### 2. State Level Scheme Sanctioning Committee (SLSSC)

One of the policy issues mentioned in the National Rural Drinking Water Programme guideline is about delegation of power for giving technical and administrative approval to the State Government in order to avoid administrative bottlenecks in execution of the rural water supply schemes and related Support activities viz., CCDU, WQM&S, MIS, R&D, M&E, STA etc.

The delegation of powers is subject to the condition that the State Governments have to ensure that proper system of close monitoring and evaluation is in place. The State Governments should furnish complete and timely information to enable the Government of India to release funds regularly. In this regard, all States are to constitute a "State Level Scheme Sanctioning Committee" (SLSSC) with the following members:

- Secretary PHED/Rural Water Supply Department: Chairperson
- Engineer-in Chief, PHED/Rural Water Supply Department: Member Secretary
- Representative of Department of Drinking Water Supply , GoI: Member
- Representative of CGWB, State Representative: Member
- Representative of State and Central Water Commission/Board: Member
- Representative of State Technical Agency (STA)
- Technical Expert from reputed State and/or National related institutions
- Chief Engineer, Planning PHED/Rural Water Supply Department; Member
- Director, Water and Sanitation Support Organization
- Any other member (need based) nominated by State Secretary, PHED.

The agenda note for the meeting should be sent to the DDWS 15 days in advance and its representative should invariably be invited to attend the meeting of the State Level Scheme Sanctioning Committee. All the RWS projects and Support activities under all heads to be taken up by the State Government are to be approved by SLSSC.

The functions of SLSSC are:

 Before the beginning of every year, the State Government will have to prepare an Annual Action Plan on the habitations to be targeted adhering to the prioritisation of habitations to be covered as laid down in the Guidelines, schemes to be taken up and other activities to be taken up in the year.

- Based on the Annual Action Plan that is finalized after discussions with the DDWS before or in the beginning of the year, the habitations to be targeted and schemes to be taken up for approval of the State level Scheme Sanctioning Committee should be firmed up and marked on the IMIS.
- Annual Action Plan of all support activities under CCDU, WQM & S, MIS, R&D, M&E etc., to be under taken by State Water and Sanitation Support Organization needs to prepared and got approved in the SLSSC as per the guidelines issued by DDWS.
- The schemes put up for approval in the committee should be cleared by the Source Finding Committee and technical approval should be given by the competent authority of the State/UT.
- State Level Scheme Sanctioning Committee should ensure that all the approved projects are entered on the central online MIS for accounting of habitations addressed/covered during the year.
- Meetings of the Committee should be held at least twice in a year, wherein apart from sanctioning new schemes, progress, completion and commissioning of the schemes approved earlier by the Committee should be reviewed.
- The Committee should invariably review the functioning/performance of existing water supply schemes for availability of potable drinking water in adequate quantity in the rural habitations of the State/UT.

## 3. State Technical Agency (STA)

SWSM in each State in consultation with the Department will identify reputed Technical Institutions,

designated as State Technical Agencies (STA) to which technical support to PHED/Boards can be outsourced. The STA will be used to fill up gaps in the technical needs of the PHED, as and when required, without resorting to creation of posts and recruitment. PHED/Boards may outsource the designing preparation of rural water supply projects and carrying out state specific R&D activities or any other input required by the Department, such as preparation of village water security plan etc. The broad function of STA is given below:

- To assist the State Department to plan and design scientifically sound and cost effective rural water supply schemes with special emphasis on sustainability of the source and system.
- To assist the PHED in preparation of action plan for both software activities and hardware activities.
- To evaluate and scrutinize \_ major/complicated water supply schemes assigned by as the SLSSC/PHED consideration for under SLSSC.
- To provide feedback to the SWSM/SLSSC/PHED on various aspects of programme and problems encountered in planning and implementation at the field level for possible changes/solution at the State level.
- To engage technical experts on specific assignments

#### 4. Water and Sanitation Support Organization

All States will have to set up Water and Sanitation Support Organization (WSSO) under State Water and Sanitation Mission (SWSM) to deal with NRWQM&S (DWT Labs). MIS/Computerization project, M&E and IEC&HRD (CCDU), R&D, etc. These are activities for which 100% fund are provided (as Support Funds) bv Department of Drinking Water Supply, Ministry of Rural Development, Government of India. The personnel can be engaged as per CCDU guidelines and the State Government should clearly define their role and functions. The main functions of WSSO are as follows:

- This organization would only deal with software aspect of RWS sector and may not be involved in implementation of water supply schemes;
- The organizations main function would be to act as a facilitating agency and would function as a bridge between the PHED/Board and the Community Organizations, assisting the PRIs and VWSCs to prepare water security plan and plan, implement and maintain RWS projects based on the water security plan;
- Take up HRD and IEC activities through CCDU;
- Take up evaluation studies, impact assessment studies, R&D activities and share the findings with PHED for corrective action;
- Take up MIS and computerization programmes, GIS mapping and online monitoring systems, including those for water quality monitoring & surveillance.

|    | Post                | Numbers | Source of Recruitment        |
|----|---------------------|---------|------------------------------|
| 1. | Director            | 01      | PHED/on deputation/ contract |
| 2. | State Coordinator   | 01      | PHED/on deputation/ contract |
| 3. | Accountant          | 01      | PHED/on deputation/contract  |
| 4. | Consultants         | 03      | Contract                     |
| 5. | Data Entry Operator | 02      | Contract                     |

TA/DA for State Coordinator/Consultants as per State Govt. TA/DA norms

#### 5. District Water and Sanitation Mission (DWSM)

A District Water and Sanitation Mission (DWSM) shall be constituted at the district level and should function under the supervision, control and guidance of Zilla Panchayat/Parishad. States which do not have a proper PRI set up in place, as in case of 6<sup>th</sup> Schedule Areas and desire to supervise the working of the DWSM through alternative mechanism, may put in place a suitable body through which the District Water Security Plan will be prepared and implemented. The entire village water security plan should be consolidated and analyzed at the district level by DWSM. It should prepare a district based water security plan under the guidance of DWSM for implementation. At the district level, convergence of all the other related programmes and funding should be ensured. Some of the major related programmes are, MGNREGS, Integrated Watershed Management Programme projects of Dept. of Land Resources, Ministry of Rural Development, Central and State Finance Commission funds, various Watershed NRHM. and Irrigation schemes of the Ministry of Agriculture, various schemes of the Ministry of Water Resources etc. The composition and functions of DWSM should be as follows:

- DWSM shall be headed by Chairman of Zilla Parishad. In Districts where Zilla Parishads have not been constituted and there is no Chairman in place, the Chairman of the District Planning Committee or the District Collector/Deputy Commissioner, as may be decided by the State Water and Sanitation Mission will be the Chairperson of the DWSM.
- The members would be all MPs/MLAs and MLCs of the District; Chairperson of the Standing Committees of the Zilla Parishad;

District Collector/Deputy Commissioner, District Officers of Education, Health, Panchayati Raj, Social Welfare, ICDS, PHED, Water Resources, Agriculture, Information and Public Relation;

- NGOs shall be identified by the District Water and Sanitation Mission and co-opted into the Mission as members.
- The Executive Engineer of PHED/District Engineer of the ZP shall be the Member Secretary and the Drawing and Disbursing Officer. The Member Secretary shall ensure utilisation of the existing infrastructure him with for administrative support for day today functioning.
- The Mission shall meet at least quarterly. In of case MPs/MLAs/MLCs of the district who Ministers are also in Central/State Governments, they may be allowed to depute one representative each on their behalf to the District Water and Sanitation Mission.
- The functions of the District Water & Sanitation Mission (DWSM) are as follows:
  - formulation, management and monitoring of projects and progress on drinking water security and total sanitation in rural areas;
  - scrutiny and approval of the schemes submitted by the Block Panchayat/Gram Panchayat and forwarding them to SLSSC where necessary;
  - selection of agencies and/ NGOs and enter into agreements for social mobilisation, capacity development, communication, project management and supervision,
  - sensitising the public representatives, officials and the general public;

- engaging Institutions for imparting training for capacity development of all stakeholders, and undertaking communication campaign;
- coordination of matters relating to water and sanitation between district representatives of Health, Education, Forests, Agriculture, Rural Development, etc as well as National programmes such as SSA, NRHM, ICDS, etc; and
- interaction with SWSM, State Government and the Government of India.

#### 6. Gram Panchayat, Gram Sabha and Village Water & Sanitation Committee

The Gram Panchayats should be empowered with funds, functions and functionaries and capacity building to plan, monitor, implement and manage rural drinking water supply or schemes within their jurisdiction. Meetings of the Gram Sabha as the primary block of decentralized governance should be called in the planning, implementation and management phase of water supply schemes to decide on issues like demand, level of service delivery, type of scheme, contribution by households, concessions to SCs, STs and BPL households, user charges etc.

In order to further decentralize powers and responsibilities and to give greater focus on water and sanitation issues, a Village Water and Sanitation Committee (VWSC) is to be set up in each Gram Panchayat/Village/Ward for implementation of water supply schemes to ensure the active participation of villagers. This Committee may be merged with the Village Health Committee set up under NRHM, so that water, sanitation and health issues are

tackled together at the village/ward level. The membership of a VWSC may consist of about 6 to 12 persons, comprising members of Panchayat. Women, SCs, STs and poorer sections of the village should be given due representation in the VWSC. At least 50% of VWSC members should be women. This Committee shall function as a Standing Committee on Water and Sanitation of the Gram Panchayat and should be an integral part of the Village Panchayat / Block Panchayat for which, if necessary, appropriate amendments in the State Panchayati Raj Act / Rules / Byelaws may be made.

VWSC will be responsible for:

- planning, designing, and implementing all drinking water and sanitation activities;
- providing facts and figures to the Gram Panchayat for reviewing water and sanitation issues.
- providing inputs for the Village Water Security Plan;
- ensuring community participation and decision making in all phases of scheme activities;
- organising community contributions towards capital costs, both in cash and kind (land, labour or materials), if any;
- opening and managing bank account for depositing community cash contributions, O&M funds and management of project funds;
- commissioning and takeover of completed water supply and sanitation works through a joint inspection with Line Department Staff;
- collection of funds through a tariff, charges and deposit system for O&M of water supply and sanitation works for proper managing and financing of O&M of the services on a sustainable basis; and empowering of women for day to day operation and repairs of the scheme;

 for multi village schemes, the Standing Committee of the Block Panchayat could perform a similar role.

#### 7. Desirable qualifications and experience of CCDU Specialist Staff (suggestive)

#### I Director

#### **Task & Qualification**

- As an Administrative & Technical Head of CCDU it is desirable that the person has minimum 15 years of RWS&S sector knowledge and good understanding about training needs of stakeholders articularly that of PRI/VWSC functionaries. It is also desirable that the person understands Community Participatory Techniques IEC modules and relevant to the sector and is able to develop effective HRD and IEC modules for different stakeholders. Should have experience in programme and project monitoring and evaluation particularly RWS&S sector.
- Coordinate with all key / resource institutions for planning / developing training packages
- Liaise with State Governments / Institutions / external support agencies to develop training strategies and implement training to accelerate the pace of reforms under RWSS sector.
- Develop monitoring and evaluation plan; monitoring and evaluation formats and mechanisms for HRD implementation and its qualitative impact Post-Graduate Degree in Science / Environmental Science / HRD/ Environmental Engineering with at least 15 years experience is desirable.

#### II State Co-coordinator

#### Task & Qualification

Post-Graduate Degree in Science /Environmental Science / HRD/ Environmental Engineering with at least 7 years experience is desirable; or

Graduate Degree in Science / Environmental Science / HRD/ Environmental Engineering with at least 10 years experience.

As a State Co-coordinator the tasks remain the same as that of the Director.

#### **III** Consultants

#### (i) HRD Specialist

#### Tasks:

- Identify training needs and develop suitable training modules for RWS, TSC and School Sanitation
- Prepare Annual Capacity Building Plan for the State and guide the districts in preparing their plans
- Analyze progress reports sent by districts on HRD programmes for review
- Record and update all fund releases to states / districts
- Follow up with districts for regular monthly / quarterly / annual online reporting
- Visit districts to monitor implementation as and when directed
- Prepare & analyse quarterly progress reports for discussion and review with district and block level functionaries
- Undertake any other assignment as directed by Director (CCDU)

#### **Minimum Requirements:**

a. Post-Graduate Degree in Science /Environmental Science / HRD/Environmental Engineering with at least 3 years experience in Conducting Trainings /Human Resource Development related to Rural & Community Development or similar field

- b. Knowledge of participatory methods and their application will be an advantage
- c. Preference for candidates with experience in Rural Water Supply and rural Sanitation Programme
- d. Knowledge, ability to use computer; MS Office including graphics is essential
- e. Should have excellent written and oral communication skills
- f. Should be updated on development issues, social policies and the ability to liaise with different government departments, resource institutions, NGOs, individual experts
- g. Ability to work with various partners; establish good working relationships; ability to analyse, negotiate will be additional advantages

## (ii) IEC Specialist

#### Tasks:

- All matters related to IEC activities under the Rural Water Supply and Sanitation Programme
- Develop guidelines, guidance manuals and technical notes on Programme Communications for all the programmes under RWSS Sector
- Preparation of Annual IEC plan for the State and guide the districts to prepare their own plans
- Coordinate dissemination of available IEC materials for Water & Sanitation to all district and blocks– Documentation of success stories/ best practices/ institutional arrangements etc
- Assist in organising review meetings, seminars, workshops on communication for sanitation / hygiene education; prepare base papers and final reports
- To advise District implementing agencies on IEC aspects of RWS & TSC implementation: (demand

creation / IEC, hygiene promotion, school sanitation & hygiene, technical options, alternative delivery systems, self-help groups, microfinancing for water & sanitation)

 Prepare quarterly progress reports for discussions and review with district and block functionaries

#### Minimum requirements:

- A postgraduate degree in Social Work /Social Science / Extension Services /Communications for Development with at least 3 years experience in the field of communication for Rural Water Supply & Sanitation / Community Health
- b. Good knowledge & experience of the rural water supply & sanitation programmes, PRI systems and NGO network
- c. Experience in Communication Strategy development, implementation and impact assessment of IEC interventions
- d. Knowledge, ability to use computer; MS Office including graphics is essential
- e. Excellent written and oral communication skills
- f. Ability to work independently without any secretarial support
- g. Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts
- h. Ability to establish good working relationships, analyse, negotiate will be additional advantages

#### (iii) M&E Specialist

#### Tasks:

- Ensure data updation and online reporting for all the ongoing RWS&S Projects/Programmes under Rural Water Supply and Sanitation sector,

- Undertake independent monitoring of the implementation of and evaluation of the RWS and TSC programmes.
- Analyse physical and financial progress and prepare status report for SWSM/SLSSC meetings.
- Critically analyse the processes adopted under RWS and TSC by each district and prepare review report.
- Liaise with key/resource institutions for developing a monitoring network.
- Assist in organizing review meetings, seminars, workshops, on M&E aspect of the RWS&S programme
- Visit districts and blocks to monitor & evaluate the M&E programme adopted and submit reports to Director (CCDU)
- Undertake any other assignment as directed by Director (CCDU)

#### **Minimum requirements**

a. A degree in Environmental/ Public Health Engineering; or post graduate degree in Science / Statistics / Social Science / with at least 3 years experience in the field of monitoring of Rural Water Supply and Sanitation Rural Development Programmes.

- b. Good knowledge of RWSS/Rural Development Programmes and PRIs functioning
- c. Knowledge of Evaluation, Monitoring and Appraisal of RWSS / Rural Development Programmes
- d. Knowledge and ability to use computer, MS office including graphics is essential
- e. Knowledge of web based / web enabled M & E programmes desirable
- f. Excellent written and oral communication skills
- g. Ability to work independently without any secretarial support
- h. Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts
- i. Ability to establish good working relationships analyze, negotiate will be additional advantages.

# Memorandum of Understanding between State Government of \_\_\_\_\_ and the Department of Drinking Water Supply, Ministry of Rural Development, Government of India

- 1. This Memorandum of Understanding (MoU) is drawn on the \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_ between the State Government of \_\_\_\_\_ and the Department of Drinking Water Supply, Ministry of Rural Development, Government of India, for the Eleventh Plan Period.
- 2. Government investments in rural water supply and sanitation aim to reduce the incidence of water and sanitation related diseases, by advancing the nation towards universal access to protected and sustainable drinking water supply, The universal use of sanitary toilets and sound personal, home and community hygiene behavior.
- 3. The State Government is committed to follow the parameters of Centrally Sponsored schemes in rural drinking water and sanitation sector, including the following priorities for coverage of rural habitations: -
- Meeting the National goal by 2012 for:
- a) Coverage of all rural habitations with availability of adequate safe water to meet drinking and cooking and other domestic needs.
- b) Covering all habitations that have water quality problems.
- c) Covering 'slipped back' habitations with built-in sustainability component as per norms prescribed by the State Government.
- In preparing Annual Action Plans under NRDWP highest priority will be given to coverage of 0% population covered

habitations and quality affected habitations, followed by 0-25%, 25%-50%, 50%-75%, 75%-100% population covered habitations.

- Give priority to coverage of SC, ST, OBC and minority population dominated habitations.
- Coverage of all Government rural schools and Anganwadis where safe drinking water sources could not be provided under outlays allocated by the Department of School Education and Literacy, , Ministry of Human Resource Development or Central Finance Commission Funds.
- Norms in term of lpcd and distance for coverage of population may be decided by the respective State Government.
- Prepare a Strategic plan for covering all households with piped drinking water supply within the household premises.
- 4. The State Government commits to attain full sanitation coverage in the rural areas by the end of the XIth Plan. It is committed to allocate the funds required for its share of the projects and actively promote sanitation through appropriate IEC.
- 5. The State Government commits that the flow of funds to the rural drinking water and sanitation sector by it, would over time be appropriately enhanced so as to attain the goals set by the Central and State Government by the stipulated dates. The State Government undertakes to make provision in its budget to provide its share, where required, of funding.

- 6. The monitoring of water quality (to ensure that it is safe) is the responsibility of the supplier i.e. State Government and the Panchayats. The State Health Department and the users shall be given the responsibility for water quality surveillance.
- 7. The State Government will ensure that supply scheme will each water incorporate, as appropriate, sourcestrengthening conservation measures, rain water harvesting and ground water recharge systems for source sustainability. This would be achieved bv converging with MGNREGS, Integrated Watershed Management Programme and schemes of other Departments.
- 8. The State Government shall take steps to set up independent monitoring arrangements at the State and district levels to regularly assess, document and disseminate at periodic intervals the manner in which the processes and projects are being executed and the impact of these projects in terms of households using drinking water from protected sources, households using clean toilets, people washing hands before eating and after defecation, and households disposing the excreta of children in a safe manner.
- 9. The State Government shall regulate extraction of groundwater in over exploited, critical and semi-critical blocks for effective ground water extraction control and recharge.
- 10. The State Government shall ensure integration of rural drinking water, sanitation, health, and hygiene programmes at the State, District, Block and GP levels.
- 11. The State Government is committed to a timetable for decentralization of service delivery for rural water supply and sanitation. (Timetable is to be decided by State for the following aspects. The incremental progress is to be indicated in the Annual Action Plan.).

- Putting in place an appropriate delivery structure at the district, Block and Gram Panchayat levels (DWSM, VWSC under GP).
- Empowering PRIs/DWSM/VWSC/ communities to have the powers to plan, sanction, implement, operate, maintain and manage water supply and sanitation schemes.
- Providing technical, administrative support to the GPs/DWSM/VWSCs. JE rank support for a group of GPs.
- Undertaking necessary legislative measures to ensure transfer of assets to and their management by PRIs.
- Vesting responsibility of O&M with the PRIs/VWSCs.
- Empowering PRIs/VWSCs to charge for the service provided.
- Involving GPs in monitoring water availability, demand management and conservation.
- Creation of a Village O&M Fund.
- Capacity building of all stakeholders.
- 13. The State Government will carry out activity mapping indicating the process, time frame and incremental improvement towards transfer of "funds, functions and functionaries" to the three tiers of Panchayati Raj Institution in such a way as to enable them to plan, implement and manage the rural water supply programme.
- 14. The role of Department of Drinking Water Supply, Ministry of Rural Development, Government of India would be to provide necessary financial and technical support to the State Government in their efforts.

# Annexure IX **Proforma for Release of Funds under National Rural Drinking Water Programme** (NRDWP)

#### Name of the State/UT:

(Rs. in lakh)

#### NRDWP

1. Unutilised opening balance as on 1st April of the previous year NRDWP DDP – Areas Support funds Special assistance, if any

2. Amount released during the previous year NRDWP DDP – Areas Support funds Special assistance, if any

3. Total Available funds during the previous year
NRDWP
DDP – Areas
Support funds
Special assistance, if any

#### 4. Expenditure during the previous year

#### A. NRDWP

a) Coverageb) Water Qualityc) Sustainabilityd) O&M

B. DDP – Areas

C. Support funds

D. Special assistance, if any (e.g. Calamity fund release)

- 5. Unutilised closing balance at the end of the previous year as per IMIS report
- A. NRDWP
  - a) Coverageb) Water Qualityc) Sustainabilityd) O&M
- B. DDP Areas
- C. Support funds
- D. Special assistance, if any (e.g. Calamity fund release)

6. Amount released during the current financial year:

- A. NRDWPa) Coverageb Water Quality
  - c) Sustainability
  - d) O&M
- B. DDP Areas
- C. Support funds
- D. Special assistance, if any (e.g. Calamity fund release)
- 7. Total available funds during the current financial year:

#### A. NRDWP

- a) Coverageb) Water Qualityc) Sustainabilityd) O&M
- B. DDP Areas
- C. Support funds
- D. Special assistance, if any (e.g. Calamity fund release)

8. Expenditure as per latest IMIS report

#### A. NRDWP

- a) Coverageb) Water Qualityc) Sustainabilityd) O&M
- U) UAINI
- B. DDP Areas
- C. Support funds
- D. Special assistance, if any (e.g. Calamity fund release)

#### MNP

9. Provision during the last year Expenditure incurred during the previous year

10. Provision during the current financial year

| Expenditu<br>a) Cov<br>b) Wat         | re upto the last month as<br>rerage<br>ter Quality | per IMIS report      |                         |
|---------------------------------------|--|----------------------|-------------------------|
| c) Sust                               | tainability  |                      |                         |
| d) O&                                 | Μ  |                      |                         |
| TOTAL EXP                             | ENDITURE   |                      |                         |
| 11. Expenditu                         | re incurred during the pro-                        | evious year under    | SCs/STs                 |
|                                       | MNP  |                      | NRDWP                   |
| Amount<br>(a) SCs<br>(b) STs<br>Total | % of the total expdtr.                             | Amoun                | t% of the total expdtr. |
| 12. Expenditu                         | re incurred on O&M dur                             | ing the previous ye  | ear                     |
| M                                     | NP   | N                    | RDWP                    |
| Amount                                | % of the total expdtr.                             | Amount %             | of the total expdtr.    |
| 13. Expenditu                         | re incurred on Sustainab                           | ility during the pre | vious year              |
| М                                     | NP   | Ν                    | RDWP                    |
| Amount                                | % of the total expdtr.                             | Amount %             | of the total expdtr.    |

14. (a) Cost of schemes cleared upto the previous year

(b) Expenditure incurred upto the end of previous year

(c) Balance liability (amount) required for completion of ongoing incomplete schemes/schemes yet to be started

(d) Schemes cleared in the current financial year upto the month of

#### Note:

(i) District-wise breakup of the liability may be given in a separate annexure.

(ii) If the amount in (c) above is more than the difference between (a) & (b), reasons thereof may be given.

15. The following certificates/statements may be enclosed for NRDWP, MNP, DDP and M&I Units separately:

- (i) Certified Audited expenditure figures by the State Accountant General for the year before the previous financial year. If not available, reasons thereof.
- (ii) A printout from IMIS of statement indicating district-wise data of actual expenditure in the previous year and budget provision during the current financial year
- (iii) A printout from IMIS of Utilisation Certificate format of actual expenditure under MNP, NRDWP, DDP and M&I Units in the previous financial year certified by the Secretary incharge of RWS.
- (iv) Certificate that State Government is giving priority to the unfinished works and that quality and durability of works is given due consideration.

(v) Certificate that escalation in cost of NRDWP schemes due to time and cost overrun has not been met out of NRDWP funds. If met from NRDWP, please give details of the amount in each year and whether prior approval of Govt. of India was obtained

16. Details of funds released in the current financial year to the implementing agencies:

Programme Name of the Agency Amount released to Agency Order No. & Date of release

State

NRDWP

Signature (of Secretary in-charge of Rural Water Supply) Place Date

# UtilizationCertificatefortheYear 20\_\_-20\_\_

(To be printed out from IMIS filled in and certified by Secretary in-charge of RWS)

#### **Central Funds / State Funds\***

Sl. No Letter No. and date

Amount

Total

- 2. It is also certified that out of the above mentioned total fund of Rs. \_\_\_\_\_ only a sum of Rs. \_\_\_\_\_ only has been utilized with effect from ...... to ...... for the purpose for which it was sanctioned. It is further certified that the unspent balance of Rs\_\_\_\_\_ only was remaining unutilized at the end of the year and has been allowed to be utilized for the Programme next year.
- 3. Certified that I have satisfied myself that the conditions on which the grants-inaid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.
- i) The Statement of Accounts from ...... to ...... duly audited by Chartered Accountant / Auditor General (as the case may be) have been received and accepted.
- ii) It has been ensured that the physical and financial performance has been according to the requirements as prescribed in the Programme Guidelines issued by the Government of India / State\*.
- 4. The utilization of the aforesaid fund resulted into the following:i) Outcomes (in verifiable term)
  - a. Number of Habitations covered as per the target for the year 0% population coverage

0%-25% population coverage 25%-50% population coverage 50%-75% population coverage 75%-100% population coverage Quality affected SC dominated ST dominated Minority dominated

- b. Number of Government rural schools covered
- c. Population benefitted Scheduled Castes Scheduled Tribes Minority Total

ii) Output (in verifiable term)

- a. Handpumps
- b. Single village Piped Water Supply schemes Surface sources Ground Water Sources
- c. Multi village Piped Water Supply schemes Surface sources Ground Water Sources
- d. Others (dugwell, sanitary well)
- e. Sustainability structures with category

Kinds of Checks Exercised:

- 1.
- 2.
- 3.

Signature Designation Place Date

\*

| Counter Signature                             |    |
|---|----|
| (of Secretary in-charge of Rural Water Supply | y) |
| Place   |    |
| Date  |    |

Delete whichever is not applicable

# GUIDELINES

#### FOR PREPARATION OF PROJECT REPORTS

## UNDER

## NATIONAL RIVER CONSERVATION PLAN

## AND

# NATIONAL GANGA RIVER BASIN AUTHOTIRY

Ministry of Environment & forests National River conservation Directorate New Delhi

December, 2010

# **GUIDELINES**

# FOR PREPARATION OF

# **PROJECT REPORTS**

# UNDER

# NATIONAL RIVER CONSERVATION PLAN

# AND

# NATIONAL GANGA RIVER BASIN AUTHORITY

Ministry of Environment & Forests National River Conservation Directorate New Delhi

Prepared by

Alternate Hydro Energy Centre Indian Institute of Technology, Roorkee

December, 2010

# <u>ACKNOWLEDGEMENT</u>

These guidelines are based on the developments that have taken place and the experience gained in implementing the schemes under NRCP and NGRBA of the Ministry of Environment and Forest since the earlier guidelines were issued in the year 2002. These guidelines have drawn considerably from the publications and internal documents of NRCD, CPHEEO, JNNRUM, CPCB and New Delhi office of the World Bank.

Interaction with the officials of NRCD/MoEF has helped in crystallizing and finalizing the guidelines. We are especially grateful to the group of officials of the NRCD/MoEF led by Shri Rajiv Gauba, Joint Secretary and including Shri B Sikka, Director, Dr (Mrs.) R Dalwani, Director, Shri Rajiv Sinha, Director, Dr. K. C. Rathore, Director, Shri Lalit Kapoor, Director, Shri B. B. Barman, Additional Director, Shri Lalit Bokolia, Joint Director, Shri S. K. Srivastava, Deputy Director, Shri Ajay Raghav, Deputy Director, Shri S. K. Singh, Deputy Director and Shri A Raju, Deputy Director for their very valuable contributions. Consultation with officials of the CPCB and NGRBA states has been useful. Suggestions received from Prof KJ Nath and Dr Vinod Tare is thankfully acknowledged.

Shri Vinay Shankar, Shri RP Sharma, Shri V. K. Gupta and Dr. A. Sinvhal were other members of the team that prepared the guidelines. Their contributions are thankfully acknowledged.

(ARUN KUMAR) AHEC, IIT Roorkee

# CONTENTS

| SL. NO.       | TITLES   | PAGE                 |
|---------------|--|----------------------|
| SAI IENT FEAT | TIRES OF GUIDELINES FOR PREPARATION OF DPR UNDER NGRBA/ NRCP | NO.<br>iv            |
| CHAPTER 1     | INTRODUCTION   | 1                    |
|               |  |                      |
| 1.1           | Background   | 1                    |
| 1.2           | Changes Occurring Since the last Guidelines were Issued      | 1                    |
| 1.3           | Revision of Guidelines – Salient Features                    | 4                    |
| 1.4           | Centage on Project Cost                                      | 10                   |
| 1.5           | NRCP Guidelines to apply to Ganga Basin Until New Approach   | 11                   |
|               | Approved by NGRBA  | 10                   |
| CHAPTER 2     | COLLECTION OF DATA<br>Introduction                           | 12                   |
| 2.1           | Introduction<br>Data Dequired at Different Levels            | 12                   |
| 2.2           | Data Required at Different Levels                            | 12                   |
| 2.5           | Taum Delated Data  | 12                   |
| 2.4           | Iown Related Data  | 24                   |
| 2.5           | Institutional datails  | 2 <del>4</del><br>26 |
| 2.0           | State of (III P Urban Local Pody) Municipality/ Municipal    | 20<br>27             |
| 2.7           | Corporation  | 27                   |
| 28            | Industrial Waste within Municipal Limits and Whose Effluent  | 27                   |
| 2.0           | Reaches the River  |                      |
| 29            | Additional Data Required for Coastal Cities                  | 27                   |
| 2.9           | Sources of Data  | 28                   |
| CHAPTER 3     | SELECTION OF CITY FOR POLLUTION ABATEMENT PROJECT            | 29                   |
|               | & PREPARATION OF CITY SANITATION PLAN                        |                      |
| 3.1           | Selection of Towns/Cities for Projects Under NRCP/NGRBA      | 29                   |
| 3.2           | City Sanitation Plan (CSP)                                   | 29                   |
| 3.3           | Types of Schemes Funded by NRCD                              | 30                   |
| 3.4           | Contents of City Sanitation Report                           | 31                   |
| 3.5           | Abstract of Schemes  | 31                   |
| 3.6           | Pollution that needs to be Curbed through Regulation and     | 31                   |
|               | Development  |                      |
| 3.6           | Approval of city sanitation plan                             | 32                   |
| CHAPTER 4     | PREPARATION OF FEASIBILITY REPORT (FR) OF SEWERAGE           | 33                   |
|               | SCHEMES  | 22                   |
| 4.1           | General  | 33                   |
| 4.2           | Objectives of Feasibility Report (FR)                        | 33                   |
| 4.3           | Developing Options for Sewerage Schemes                      | 33                   |
| 4.4           | Design Periods   | 34<br>25             |
| 4.5           | Future population  | 35<br>26             |
| 4.6           | Sewerage Master Planning / Sewerage Districts                | 30<br>26             |
| 4.7           | Kate of Water Supply   | 30<br>27             |
| 4.8           | Status of Existing water Supply                              | 31                   |
| 4.9           | Per capita sewage flow                                       | 31<br>27             |
| 4.10          | Ground Water Infiltration                                    | 31<br>27             |
| 4.11          | Kiver water quality  | 57                   |

| SL. NO.           | TITLES  | PAGE     |
|-------------------|---|----------|
| 4.10              | Orangelitar of Words Western  | NO.      |
| 4.12              | Quantity of waste water   | 38<br>20 |
| 4.15              | Sewage Treatment Plants   | 39<br>20 |
| 4.14              | Working Out Land Requirement  | 39<br>20 |
| 4.15              | Selection of hest ontion  | 39<br>40 |
| 4.10              | Selection of best option  | 40       |
| 4.17              |   | 40       |
| 4.18              | Life cycle cost<br>Easters in Salastian of Sustam of Wester Wester Management | 40       |
| 4.19              | Practors in Selection of System of waste water Management                     | 40       |
| 4.20              | Preparing Drawings  | 41       |
| CHAPIER 5         | DETAILED PROJECT REPORTS OF SEWERAGE SCHEMES                                  | 42       |
| 5.1               | General<br>Dramarin a Dramin as   | 42       |
| 5.2               | Preparing Drawings  | 42       |
| 5.5               | Design Parameters Covered in Chapter on Feasibility Report                    | 42       |
| 5.4               | Quantity of waste water   | 43       |
| 5.5               | Sewage Quality for STP Design   | 43       |
| 5.6               | Sewers  | 43       |
| 5.7               | Sewage Pumping Stations   | 44       |
| 5.8               | Rising Mains  | 45       |
| 5.9               | Sewage Treatment Plant(s) (STP)   | 45       |
| 5.10              | Resistance from House owners  | 40       |
| 5.11              | Dedicated Feeders and Generators  | 40       |
| 5.12              | Objectives, Performance Parameters and Risk Factors                           | 47       |
| 5.13              | Performance Parameters  | 47       |
| 5.14<br>CHADTED ( | COST ESTIMATES  | 4/       |
| CHAPTER 6         | OPERATION AND MAINTENANCE   | 52<br>52 |
| 0.1               | Childranity of O&M<br>Descurse Resources and Revenue Conception               | 52<br>52 |
| 0.2               | Cost Estimates for O & M  | 52<br>52 |
|                   | COMMUNITY CANTA TION WORKS  | 55<br>50 |
| CHAPIER 7         | COMMUNITY SANITATION WORKS  | 58<br>59 |
| 7.1               | Introduction<br>Dranaving a Scheme of Community Tailet Commission             | 50<br>50 |
| 1.2               | Survey  | 50<br>50 |
| 7.5<br>7.4        | Survey  | 59       |
| 7.4               | Sample Survey   | 60       |
| 1.5<br>7.6        | L costion of Community Toilets  | 00<br>60 |
| 7.0<br>7.7        | Design Considerations   | 60       |
| 7.7<br>7.9        | Operation and Maintenance   | 62       |
| 7.0               | Dublic Derticination  | 62<br>62 |
| 7.9               | Cost Estimates  | 03<br>62 |
| 7.10              | Completion schedule   | 03<br>64 |
| /.11<br>7.10      | Operation and Maintonance   | 04<br>64 |
| /.12<br>7.12      | Operation and Mannenance  | 04<br>64 |
| /.13<br>7.14      | A generated Dropers and Implement Droject                                     | 04<br>45 |
| /.14<br>7 15      | Agency to Prepare and Implement Project                                       | 00<br>65 |
| 1.1J<br>7 16      | Awareness Generation and Fublic Participation                                 | 0J<br>25 |
| /.10              | Amenument in Municipal Kules & Regulations                                    | 03<br>65 |
| /.1/              | Provision for improved tonet complexes  | 63       |

| SL. NO.          | TITLES   | PAGE<br>NO. |
|------------------|--|-------------|
| <b>CHAPTER 8</b> | CREMATORIA   | 66          |
| 8.1              | Introduction   | 66          |
| 8.2              | Methods of Cremation   | 66          |
| 8.3              | Detailed Project Report  | 67          |
| 8.4              | Field Investigations 68  | 68          |
| 8.5              | Design and Other Considerations  | 70          |
| 8.6              | Landscape and Architecture   | 70          |
| 8.7              | Operation and Maintenance  | 70          |
| 8.8              | Cost Estimate  | 70          |
| CHAPTER 9        | OTHER NON POINT SOURCES OF POLLUTION                                   | 71          |
| 9.1              | Dairies  | 71          |
| 9.2              | Dhobi Ghats, Garages and Cattle Wallowing                              | 71          |
| 9.3              | Carcass Disposal   | 71          |
| 9.4              | Operation and Maintenance  | 71          |
| 9.5              | Cost Estimates   | 71          |
| CHAPTER 10       | RIVER FRONT DEVELOPMENT  | 72          |
| 10.1             | Introduction   | 72          |
| 10.2             | Baseline Status  | 72          |
| 10.3             | Design Criteria  | 72          |
| 10.4             | Operation and Maintenance  | 73          |
| 10.5             | Cost Estimates   | 73          |
| CHAPTER 11       | SOLID WASTE MANAGEMENT – PREPARATION OF<br>FEASIBILITY REPORT          | 75          |
| 11.1             | Need for Preparing the Feasibility Report of Solid Waste<br>Management | 75          |
| 11.2             | Rules of Municipal Solid Waste Management 2000                         | 75          |
| 11.3             | The Feasibility Report of SWM to be Prepared by the ULB                | 75          |
| 11.4             | Data for FR of SWM Scheme  | 75          |
| 11.5             | The Planning Process   | 75          |
| 11.6             | Design Period  | 76          |
| 11.7             | Composition of Solid Waste   | 76          |
| 11.8             | Waste Characteristics  | 77          |
| 11.9             | System Design of Solid Waste Management                                | 77          |
| 11.10            | Processing and Treatment   | 78          |
| 11.11            | Final Disposal   | 78          |
| 11.12            | Criteria for Design of the SWM System                                  | 79          |
| 11.13            | Private Sector Participation in SWM                                    | 79          |
| 11.14            | Resource Recovery  | 79          |
| 11.15            | Estimating Requirements for Handling Various Kinds of Wastes           | 79          |
| 11.16            | Cost Estimate of Solid Waste Management                                | 79          |

| SL. NO.                          | TITLES  | PAGE<br>NO. |
|----------------------------------|---|-------------|
| <b>CHAPTER 12</b>                | AFFORESTATION   | 81          |
| 12.1                             | Objectives  | 81          |
| 12.2                             | Where to Plant?   | 81          |
| 12.3                             | What Species to be Planted?                                   | 81          |
| 12.4                             | Implementing Agency   | 81          |
| 12.5                             | Financial Norms for Plantation                                | 81          |
| 12.6                             | Records to be Maintained                                      | 82          |
| 12.7                             | Evaluation  | 82          |
| 12.8                             | Cost Estimate   | 82          |
| CHAPTER 13                       | PUBLIC PARTICIPATION & PUBLIC AWARENESS                       | 83          |
| 13.1                             | Introduction  | 83          |
| 13.1                             | Objective   | 83          |
| 13.2                             | Public Awareness and Public Participation Front Fnd Activity  | 84          |
| 13.5                             | Target Groups   | 84          |
| 13.5                             | Action Plan for Community Awareness                           | 84          |
| 13.6                             | Important Stages of stakeholder consultation Awareness        | 87          |
| 1010                             | Generation and Securing Public Participation                  | 07          |
| 13.7                             | Cost Estimate   | 87          |
| CHAPTER 14                       | TRAINING HRD AND CAPACITY BUILDING                            | 89          |
| 14.1                             | Phases of Pollution Abatement Project                         | 89          |
| 14.2                             | Domains of Knowledge Involved                                 | 89          |
| 14.3                             | Human Resource Required                                       | 89          |
| 14.4                             | Education Needs   | 89          |
| 14.5                             | Training Needs  | 90          |
| 14.6                             | Experience Needs  | 90          |
| 14.7                             | Fulfilling Manpower Needs – Manpower Development Plan         | 90          |
| 14.8                             | Capacity Building   | 91          |
| 14.9                             | Cost Estimates  | 91          |
| CHAPTER 15                       | PROJECT IMPLEMENTATION MECHANISM                              | 92          |
| CHAPTER 16                       | PROJECT MANAGEMENT AND INSTITUTIONAL ISSUES                   | 93          |
| 16.1                             | Institutions  | 93          |
| 16.2                             | Monitoring, Supervision, Guidance and Quality Control         | 96          |
| 16.3                             | Implementation of DPR- execution of works proposed in the DPR | 96          |
| 16.4                             | Institutional issue in management                             | 96          |
| 16.5                             | Cost Estimates of Institutional Arrangements                  | 97          |
| CHAPTER 17                       | PERFORMANCE MONITORING  | 98          |
| CHAPTER 18 COMPLETION SCHEDULE 9 |   |             |
| <b>CHAPTER 19</b>                | COST ESTIMATES  | 100         |

| SL. NO.    | TITLES   | PAGE<br>NO. |
|------------|--|-------------|
| CHAPTER 20 | EXECUTIVE SUMMARY AND CHECK LISTS                            | 102         |
| CHAPTER 21 | PROCESSES IN PROJECT PREPARATION                             | 107         |
| 21.1       | DPR For Each Component Scheme of Pollution Abatement Project | 107         |
| 21.2       | Processes In Preparation And Processing of DPR- Flow Chart   | 107         |

|      | 1                 |                        |        |   |
|------|-------------------|------------------------|--------|---|
| 21.3 | Suggestive Struct | ures For Project Repor | ts 107 | 1 |

# LIST OF ANNEXURES

| National River Conservation Plan (NRCP) Scheme   | 111   |
|--|---|
| NGRBA, Its Objectives, Approach and Functions  | 115   |
| Office Memo dated 03.02.2010 of MoEF regarding stringent<br>effluent standards for STPs on critical stretches of River Ganga | 117   |
| Memorandum of Agreement (MoA) between GoI, State   | 118   |
| Government and ULB   |   |
| Notification of Third Party Inspection   | 125   |
| List of River Polluted Stretches   | 135   |
| Norms for staff and staff quarters for   | 146   |
| Sewage pumping stations and STPs   | 149   |
| Completion Report  |   |
| Suggestive Structure of the City Sanitation Plan Report  | 150   |
| Suggestive Structure of the Feasibility report for sewerage works  | 154   |
| Suggestive Structure of the DPRs (only for sewerage woks)  | 157   |
| Utilisation Certificate  | 162   |
|  | National River Conservation Plan (NRCP) Scheme<br>NGRBA, Its Objectives, Approach and Functions<br>Office Memo dated 03.02.2010 of MoEF regarding stringent<br>effluent standards for STPs on critical stretches of River Ganga<br>Memorandum of Agreement (MoA) between GoI, State<br>Government and ULB<br>Notification of Third Party Inspection<br>List of River Polluted Stretches<br>Norms for staff and staff quarters for<br>Sewage pumping stations and STPs<br>Completion Report<br>Suggestive Structure of the City Sanitation Plan Report<br>Suggestive Structure of the Feasibility report for sewerage works<br>Suggestive Structure of the DPRs (only for sewerage works)<br>Utilisation Certificate |

# LIST OF FIGURES

| Fig 22.1 | Flow Chart For Preparation of City Sanitation Plan, Feasibility | 108 |
|----------|---|-----|
|          | Report And Detailed Project Reports (DPR) Under NRCP &          |     |
|          | NRGBA   |     |

# LIST OF TABLES

| SL. NO. | TITLES   | PAGE<br>NO. |
|---------|--|-------------|
| 1.1     | Table Showing details of Centage   | 10          |
| 2.1     | Table Showing population of Towns in the River Basin                       | 14          |
| 2.2     | Information About Industrial Effluents                                     | 15          |
| 2.3     | Designated-Best-Use Class of water Criteria                                | 15          |
| 2.4     | Population of the town during the last five decades                        | 17          |
| 2.5     | Ward wise details may be provided in the following table                   | 18          |
| 2.6     | Slum population and households in each ward – Latest census                | 18          |
| 2.7     | Water quality of River / Drain   | 19          |
| 2.8     | Discharge Carried by Drains  | 20          |
| 2.9     | Waste water characteristics of Drains.                                     | 21          |
| 2.10    | Status of Water Supply   | 21          |
| 2.11    | Plans for Augmentation of Water Supply                                     | 21          |
| 2.12    | Details of Present Waste Water Disposal System                             | 22          |
| 2.13    | State of Sewer System (Drainage Area Wise)                                 | 22          |
| 2.14    | Details of existing STPs   | 22          |
| 2.15    | Details of Existing Toilets Facilities                                     | 24          |
| 2.16    | Details of Existing Crematoria and Projections                             | 24          |
| 2.17    | Details of Dairies   | 24          |
| 2.18    | Details of Cattle Wallowing  | 25          |
| 2.19    | Details of Carcasses disposed of   | 25          |
| 2.20    | Bio-Medical Waste Treatment Facilities – Existing                          | 26          |
| 2.21    | Bio-Medical Waste Treatment Facilities- Proposed                           | 26          |
| 2.22    | Institutional Responsibilities for Civic Services                          | 27          |
| 2.23    | Details of industrial Effluent   | 27          |
| 3.1     | Schemes within the area of responsibility of government or public agencies | 32          |
| 3.2     | Pollution that Needs to be Curbed Through Regulation and Development       | 32          |
| 4.1     | Existing Status of Waste Water Management                                  | 34          |
| 4.2     | Design Periods   | 35          |
| 4.3     | Recommended Per Capita Water Supply Levels for Designing Schemes           | 36          |
| 4.4     | Ground Water Infiltration  | 37          |
| 4.5     | Water Quality Standards as per CPCB classification of Designated           | 37          |
|         | Best use criteria of rivers for bathing                                    |             |
| 4.6     | Actual Water Quality of the River  | 38          |
| 4.7     | Effluent Standards prescribed by NRCD, Ministry                            | 38          |
| 5.1     | Configuration of Sewage Pumps  | 45          |
| 5.2     | Cost Estimates of Land Acquisition for Sewerage Schemes                    | 47          |
| 5.3     | Estimate of Cost of Sewerage Works – District Wise                         | 48          |
|         | (Including Sewers, Rising Mains, IPS, MPS & STPs)                          |             |

| SL. NO. | TITLES   | PAGE<br>NO. |
|---------|--|-------------|
| 5.4     | Estimate of Cost of Sewer Lines in Zone  | 49          |
| 5.5     | Estimate of Cost of MPS / IPS  | 49          |
| 5.6     | Details of Sewage Pumping Stations   | 49          |
| 5.7     | Details of Pumping Plants  | 49          |
| 5.8     | Details of Generators  | 50          |
| 5.9     | Estimate of Cost of Sewage Treatment Plant at —  | 50          |
| 5.10    | Estimate of cost of Laboratory cum Office Building   | 50          |
| 5.11    | Estimate of Cost of Staff Quarters Required for STP ( — mld)/MPS/ IPS                                  | 50          |
| 5.12    | Detail of Rising Mains   | 51          |
| 5.13    | Estimate of Cost of Land Acquisition   | 51          |
| 6.1     | Abstract of Annual O&M Cost of Sewerage and Sewage Treatment<br>Works                                  | 53          |
| 6.2     | Cost of Annual Operation & Maintenance of Sewer Lines  | 54          |
| 6.3     | Cost of Annual Operation and Maintenance of Sewage Pumping Stations                                    | 54          |
| 6.4     | Requirement of Staff on MPS / IPS for O&M  | 54          |
| 6.5     | Estimate of Staff Required for Annual Maintenance MPS/IPS  | 54          |
| 6.6     | Estimate of Annual O&M of MPS/IPS  | 55          |
| 6.7     | Estimate of Annual Electric Consumption for Running Sewage<br>Pumps MPS/IPS                            | 55          |
| 6.8     | Estimate of Annual Maintenance of D.G. Sets – MPS / IPS  | 55          |
| 6.9     | Cost of Annual Operation & Maintenance of STPs   | 56          |
| 6.10    | Requirement of Personnel for STPs  | 56          |
| 6.11    | Electrical Load List STP   | 56          |
| 7.1     | Plinth Area of Community Toilets   | 61          |
| 7.2     | Sizes of Different Units of Community Toilets  | 61          |
| 7.3     | Capacities of Storage Tanks for Community Toilets  | 62          |
| 7.4     | Cost of constructing new Community Toilet complexes and renovating existing community toilet complexes | 63          |
| 7.5     | Cost of community toilet complex at public places  | 64          |
| 7.6     | Cost of community toilet complexes in slum areas   | 64          |
| 7.7     | Cost of renovation of existing toilet complexes  | 64          |
| 8.1     | Cost Estimate of Crematoria  | 70          |
| 10.1    | Cost estimate of River Front Development   | 74          |
| 11.1    | Estimation of Staff Required for SWM   | 79          |
| 11.2    | Illustrative list of items for estimating cost of the SWM  | 80          |
| 13.1    | Cost Estimates for Public Awareness and Public Participation   | 87          |
| 14.1    | Educational Requirement of Staff Required for Pollution<br>Abatement projects                          | 89          |
| 14.2    | Cost Estimate of HRD and capacity building 91  | 91          |
| 16.1    | Planning and Implementing Agencies 95  | 95          |
| 16.2    | Cost Estimate of Institutional arrangements - State Level<br>Implementing Agency 97                    | 97          |
| 16.3    | Cost Estimate of Project Management Unit in the District/City 97                                       | 97          |
| 19.1    | Abstract of Cost of Works Proposed for Pollution Abatement 100   | 100         |

# **ABBREVIATIONS**

| ADP      | : Area Development Plan  |
|----------|--|
| ASP      | : Activated Sludge Plant                                       |
| BGL      | : Below Ground Level   |
| BHP      | : Break Horse Power  |
| BOD      | : Biological Oxygen Demand                                     |
| CDM      | : Clean Development Mechanism                                  |
| CER      | : Certified Emission Reduction                                 |
| COD      | : Chemical Oxygen Demand                                       |
| CPCB     | : Central Pollution Control Board                              |
| CPHEEO   | : Central Public Health Environmental Engineering Organization |
| CSP      | : City Sanitation Plan   |
| CTC      | : Community Toilet Complex                                     |
| CW       | : Civil Works  |
| CWC      | : Central Water Commission                                     |
| DA       | : Drainage Area  |
| DBO      | : Design, Build & Operate                                      |
| DG       | : Diesel Generator   |
| DO       | : Dissolved Oxygen   |
| DPR      | : Detailed Project Report                                      |
| EM       | : Electrical and Mechanical Works                              |
| FAB      | : Fluidized Aerated Bed  |
| FR       | : Feasibility Report   |
| GAP      | : Ganga Action Plan  |
| GIS      | : Geographical Information System                              |
| GL       | : Ground Level   |
| GoI      | : Government of India  |
| GRP / DI | : Glass Reinforced Plastic / Ductile Iron                      |
| HRD      | : Human Resource Development                                   |
| HUDCO    | : Housing and Urban Development Corporation Ltd.               |
| IPS      | : Intermediate Pumping Station                                 |
| IWBC     | : Integrated Wood Based Crematoria                             |
| JNNURM   | : Jawahar Lal Nehru National Urban Renewable Mission           |
| LCC      | : Life Cycle Cost  |
| LCS      | : Low Cost Sanitation  |
| MLD      | : Million Litres Per Day                                       |
| MoA      | : Memorandum of Agreement                                      |
| MoEF     | : Ministry of Environment and Forests, Govt. of India          |
| MNRE     | : Ministry of New and Renewable Energy Sources, Govt. of India |
| MoUD     | : Ministry of Urban Development, Govt. of India                |
| MPS      | : Main Pumping Station   |
| MSW      | : Municipal Solid Waste  |
| NGRBA    | : National Ganga River Basin Authority                         |
| NIT      | : Notice Inviting Tender                                       |
| NRCD     | : National River Conservation Directorate                      |

| NRCP       | : | National River Conservation Plan                             |
|------------|---|--|
| O&M        | : | Operation and Maintenance                                    |
| PERT / CPM | : | Programe Evaluation Review Technique/ Ciritical Path Method  |
| PHED       | : | Public Health Engineering Department                         |
| PMU        | : | Project Management Unit                                      |
| PS         | : | Pumping Station  |
| SBR        | : | Sequential Batch Reactor                                     |
| SOR        | : | Schedule of Rates  |
| SPCB       | : | State Pollution Control Board                                |
| SPMU       | : | State Project Management Unit                                |
| SPS        | : | Sewage Pumping Station                                       |
| SS         | : | Suspended Solids   |
| STP        | : | Sewerage Treatment Plant                                     |
| SWM        | : | Solid Waste Management                                       |
| SWM        | : | Sewerage Water Management                                    |
| TF         | : | Trickling Filter   |
| TPI        | : | Third Party Inspection                                       |
| TSS        | : | Total Suspended Solids                                       |
| UASB       | : | Upflow Anaerobic Sludge Blanket                              |
| UFW        | : | Unaccounted for Water  |
| UIDSSMT    | : | Urban Infrastructure Development Scheme for small and Medium |
|            |   | Towns  |
| ULB        | : | Urban Local Bodies   |

#### SALIENT FEATURES OF GUDELINES FOR PREPARATION OF REPORTS

#### **UNDER THE NGRBA/ NRCP**

- 1. City Sanitation Plan (CSP) shall be the basis for planning and formulating projects. Therefore, preparation of city sanitation plans, wherever it doesn't exist, will be the first step. However, CSP shall be prepared on the basis of City Development Plan (CDP), if so drawn and finalized for the city.
- 2. Holistic approach and provision of integrated sewer network up to house-property line in place of drain interception and diversion. This will ensure full coverage of the town and thereby transportation of entire sewage to treatment plants for optimal utilization.
- 3. Dovetailing with projects under JNNURM/UIDSSMT/ State Plan is compulsory. This will ensure optimal utilization of resources on priority basis.
- 4. Design, Build & Operate (DBO) model for efficient operation and maintenance (O & M) of River Conservation schemes.
- 5. First 5 years O & M cost to be in-built in the project cost. This will ensure unhindered O & M of assets which is necessary for achieving the river cleaning objectives. Next 10 years O & M cost to be also worked out with revenue generation plan. The O & M responsibility beyond 5th year will rest with the State Government/ ULB.
- 6. Stakeholder consultation at the stage of formulation and implementation of the project. This is to ensure active involvement of various stakeholders and the civil society to generate support and encourage ownership.
- 7. Signing of tripartite MoA among Government of India, State Government and ULB is mandatory. This will bind these three tiers of Government to ensure fulfillment of respective commitments in terms of release of funds, timely completion of projects, ensuring house connection to sewer and operation & maintenance of assets, etc.
- 8. Active association of ULBs in project formulation and siting of important infrastructures such as STP, PSs etc. This will ensure their co-operation in getting land in time which is crucial for timely completion of projects.
- 9. Dedicated Cell in States for implementation of projects. This will ensure fulltime deployment of adequate number of skilled technical personnel by the States which is critical for proper supervision, quality control, adherence to completion schedule and project cost control.
- 10. Appraisal of project proposals by independent Institution/Experts. This will enhance quality of DPR in addition to cost optimization. Any short comings in the planning and designing of the project will also be addressed through such appraisal.
- 11. Third Party Inspection (TPI) for implementation of projects is required. This will strengthen State Government agencies in maintaining the desired quality of work. Generally, States are not in a position to deploy adequate technical personnel for round the clock supervision of works and hence this will be an effective mechanism to ensure progress and quality of works.

- 12. Emphasis on recycling and reuse of treated sewage. Agricultural and industrial demand on fresh is laid water is very high. On the other hand, drawling of fresh water from rivers for these purposes may also contribute to pollution as dilution reduces. Therefore, there should be an endeavor to maximize the use of treated sewage.
- 13. Degree of treatment linked to availability of fresh water in river. Instead of uniform level of treatment, the approach of varying level to be followed as water quality is directly linked with availability of fresh water in a particular stretch of river.
- 14. Use of digital maps, other 'information communication technology' (ICT) tools and software for project planning and design. In order to improve scientific and engineering design and planning, good quality maps and computer aided design are necessary.
- 15. Coverage of schemes for management of Municipal Solid Waste affecting river water quality. Different types of solids and solid waste also contribute to river pollution significantly. Therefore, this activity will be taken up selectively under the program.
- 16. Priority to undertake River Conservation Projects for City/ Towns polluting river stretches identified by CPCB. The list of polluted stretches published by CPCB from time to time will primarily be the basis for selecting rivers and towns to be included under the program.
- 17. Adoption of innovative and best technology options for treatment of sewage. Technology selection is critical to technical and financial sustainability of assets created. Detailed and careful exercise may be undertaken for selection of the best option on a case to case basis. For this, life cycle study of technology options along with detailed analysis in respect of performance will be mandatory at FR stage.
- 18. DPR preparation to be preceded by Feasibility Report (FR). This will focus on option exploration and selection of locations for major infrastructure. This will also help reduce uncertainty in land acquisition and pre-emptively resolve other local issues, thus contributing to timely execution of project. In addition, the following good practices will be promoted under the revised guidelines:
- 19. Incorporation of Rain water harvesting in community sanitation schemes.
- 20. Promotion of solar energy for community sanitation schemes.
- 21. Improved sanitation scheme based on higher user charges where applicable.
- 22. Up gradation of existing community sanitation and sewerageinfrastructure.
- 23. Thrust on innovative River Front Development (RFD) Projects.
- 24. Introduction of "river festival" and "river runs" under the public participation, Information, Education & Communication (IEC) activities.
- 25. Design parameters of STP to be considered based on actual measurement and analysis.

# **CHAPTER 1**

# **INTRODUCTION**

#### 1.1 BACKGROUND

- i. The Ministry of Environment and Forests (MoEF) has been implementing an ambitious programme of pollution abatement of rivers in India. It started in 1985 with the Ganga Action Plan (GAP) and gradually extended to other polluted rivers through National River Conservation Plan (NRCP). The current programmes covered under NRCP include works in 172 towns along polluted stretches of various rivers spread over 20 states. To give a fresh impetus to pollution abatement of River Ganga and its tributaries, a major initiative under the National Ganga River Basin Authority (NGRBA) has been started in 2010. The National River Conservation Plan Scheme is given as Annexure 1. The objectives, approach and functions of NGRBA are given as Annexure-2.
- ii. Given the size and scope covered under these programmes that involve a large number of agencies and individuals all over the country, it is necessary that proposals are prepared by the implementing agencies in the States to address the specific wastewater management problems to achieve the objectives of the programmes. This established the necessity of comprehensive guidelines that would not only help in addressing the various issues concerning the river pollution but also in expediting the decision making process.
- iii. The guidelines for preparation of DPRs, presently in force, were issued by NRCD in 2002. However, since then a number of developments have taken place and lessons have been learnt that necessitate the revision of guidelines on preparing
- the DPRs. The guidelines will help state agencies in preparing quality proposals to address river pollution problems in a holistic manner.

#### 1.2 CHANGES OCCURRING SINCE THE GUIDELINES WERE ISSUED

Significant developments that have taken place are mentioned below.

#### 1.2.1 National Ganga River Basin Authority (NGRBA)

The Central Government has given Ganga the status of a 'National River' and has constituted a 'National Ganga River Basin Authority' (NGRBA) as an empowered planning, financing, monitoring and coordinating authority for the Ganga River with new institutional structures. The objective is to have the river basin as the unit of planning, a shift from town centric to river basin approach and to have a comprehensive response covering water quality and flow, sustainable access, environment management, prevention and control of pollution and food and energy security, in the form of a national mission. The World Bank is considering supporting a major investment under NGRBA.

#### **1.2.2** Identification of Polluted Stretches by CPCB

The Central Pollution Control Board (CPCB) has identified nearly 150 polluted stretches of rivers in the country that require pollution abatement programmes and the list is likely to be expanded, given the pace at which the country is growing. Once a town is selected for inclusion under the programme based on the CPCB criteria, DPRs are prepared town-wise. The selected towns are divided into various sewerage districts according to topography and slopes. DPRs of various

districts may be prepared and presented in different volumes. Similarly, DPRs of nonsewerage components like low cost sanitation, crematoria, river front development, for a town may again be prepared in different volumes. The underlying need is that a comprehensive DPR should conform to a city level sanitation plan that would help reduce the pollution of river to the desired level.

#### **1.2.2** Innovative Initiatives of NRCD

Several initiatives have been taken by NRCD such as public consultation, signing of Mo As with states and urban local bodies (ULB s), inclusion of O&M expenditure for 5 years in the project cost etc.

#### **1.2.3 Introduction and Coverage of JNNURM**

The Ministry of Urban Development (MoUD) launched a new programme in the current Plan known as Jawaharlal Nehru National Urban Renewal Mission (JNNURM), which has many similar components but with divergent objectives. Also, MoUD has an ongoing programme of 'Urban Infrastructural Development Scheme in Small & Medium Towns (UIDSSMT) under which many schemes covered under the NRCP, such as the schemes of waste water management and solid waste management, are eligible for funding. These schemes need integration and synchronisation with the programmes of MoEF aimed at improving the quality of waters of rivers.

#### **1.2.4 International Funding**

International Funding Institutions such as the World Bank have pledged supporting the NGRBA programme.

#### 1.2.5 Review of pollution abatement projects in the Ganga Basin

The World Bank, in a study to review pollution abatement projects in the Ganga Basin, has identified deficiencies needing attention and corrective action. AHEC in IIT Roorkee has also been examining DPRs received by the NRCD for funding and found areas where improvements are needed. A gist of the deficiencies is given below:

- i. Identification and understanding of problems and their causes is often inadequate.
- ii. In the DPRs, targets are expressed as physical outputs or assets to be created. The outcome should conform to performance and bench marking of assets through O&M.
- iii. Several factors such as capital cost, technology, cost of O&M and its recovery, ability and capacity to execute the project, social and environmental consequences need to be kept in consideration while selecting the most appropriate and maintainable option out of a number of possible solutions.
- iv. The DPR often does not contain detailed information and analysis of existing assets and their condition, options considered, justification of the proposed solution.
- v. Survey and investigation done, based on which the DPRs are prepared, need improvement.
- vi. A number of aspects such as implementation of projects, their management and O&M arrangements, financial strength of the Urban Local Bodies or of the State Government, infrastructure available such as availability of

electricity to run the facilities created and desirable institutional actions required are not reflected properly.

- vii. Involvement of stake holders and civil society in the projects needs to be emphasised.
- viii. Often, the quality of survey and investigation is poor.
- ix. The DPRs stress more on cost estimates than being a document that would emphasise and analyse the problem with clarity, come out with solutions and then select the most cost effective option to achieve the desired outcome, keeping in view the capacities of the institutions and social and financial concerns and interests of other stake holders.
- x. The Urban Local Bodies are generally not regarded as the primary stake holder.
- xi. The team that is entrusted with the preparation of the DPR consists mainly of engineers. Professionals with expertise in financial, economic and social matters are also to be associated. Since the pollution abatement project affects every resident of the town and, indeed of the basin, it is necessary to ensure that there is consensus about and involvement with the pollution abatement projects and the project addresses the felt needs of the plural society that we have in our towns. Activities such as social surveys, programmes to secure stakeholder participation have to be undertaken. Likewise, economi informationa technology and financial issues are of concern to every resident. To deal with these aspects it is desirable to associate persons who specialise in social sciences with the team that prepares the project.
- xii. Preparation of the DPR is generally done by lower level of engineering staff and is not properly supervised.
- xiii. In cases where Consultants are appointed to prepare DPRs, they are not necessarily highly skilled. Too much independence is given, their work is unsupervised and often quality checks are not undertaken.
- xiv. In cost estimates, a provision to encourage innovation and flexibility to the bidder to quote alternative items may be provided.
- xv. House connections to ensure flows in the sewer system may have to be provided.
- xvi. As the mission Clean Ganga stipulates that no untreated sewage and industrial waste water would be allowed to be discharged into the river Ganga beyond 2020, the DPRs of projects in the Ganga basin are to be proposed, based on comprehensive planning of a city, including isolated clusters.

#### **1.2.6** Preparation of Project Reports

Presently the DPRs are submitted without any CSP and Feasibility Reports. This practice has several disadvantages as mentioned below:

i. Absence of Integrated Approach

The Schemes proposed are independent and disparate and do not get integrated into a plan of area development. Many components Schemes of Pollution Abatement of Rivers will fit into such a plan. For example, river front development, setting up crematoria, plantation and community toilet complexes can smoothly merge in a river bank area development plan.

#### ii. Exploration of Options

Direct preparation of DPR may result in not properly exploring options to find solutions for the identified problem in a cost effective and sustainable manner and ignoring socio-economic and institutional factors.
#### iii. Identification of Agencies for Schemes

In the absence of feasibility report identification of agencies that are best suited to handle a particular scheme was not necessarily well thought out and reasoned giving rise to the possibility of mismatch.

#### **1.3 REVISION OF GUIDELINES – SALIENT FEATURES**

In light of the above background and developments, a need for revision of guidelines of 2002 has arisen and accordingly guidelines have been revised.

While many provisions of the earlier guidelines are still valid there is a need for change in others. Salient features of the revised guidelines are given below.

#### **1.3.1** Adoption of Holistic Approach

So far the focus was on interception and diversion of drains and installation of STPs. It did not ensure that all the wastewater generated was taken to and treated in the STPs. A holistic approach in preparing pollution abatement projects is now to be adopted. It will include river basin approach and provision of an integrated sewer network up to the house property line. Slums and individual houses having no space for House Hold (HH) installation of toilets shall be covered through community toilets. The new approach will ensure full coverage of the city and thereby transportation of entire sewage to STPs for optimal treatment and utilisation.

#### **1.3.2** Identification of Polluted Stretches

The Central Pollution Control Board (CPCB) has identified nearly 150 polluted stretches of rivers in the country that require pollution abatement programmes and the list is likely to be expanded, given the pace at which the country is growing. Towns that need to be covered under the NRCP are to be identified on the basis of these polluted stretches.

#### 1.3.3 Multi Stage Preparation of Project for the Selected Town

- i. For the selected town it will be helpful if a plan was prepared in which all sources of pollution in the town were identified to achieve the outcome of improved water quality of rivers and environmental improvement. It should include all needed schemes both that are funded by the NRCD and others that are not funded by it but are eligible for funding under the Schemes of other Ministries / Departments. This plan is called the City Sanitation Plan, which will form the bedrock of planning and formulating projects. Its preparation has been included as a necessary first stage.
- ii. For sewerage schemes that offer a number of options and whose cost is high, it will be mandatory to prepare a feasibility report in which all available options are evaluated and the optimal option is selected. For the selected option the DPR would be prepared. For non-sewerage schemes DPRs are to be prepared straight away based on the city sanitation plan.

- iii. Thus, these guidelines provide for a three stage preparation of projects relating to sewerage schemes and two stage preparation projects for non-sewerage schemes for pollution abatement of the river
  - a) City sanitation plan
  - b) Feasibility report and
  - c) Detailed project report.

In order to save time, effort and expenditure, for preparing the city sanitation plan and the feasibility report, secondary data – data that is already available - should be used. However, if it is felt that it is necessary to have some data for preparing these reports and it is not available, it should be generated.

#### 1.3.4 Dovetailing and Synchronisation with projects under JNNURM/ UIDSSMT/State Plan

It has been made obligatory that projects proposed or approved under schemes such as JNNURM, UIDSSMT or state plan are dovetailed and synchronized with the projects proposed under NRCP/NGRBA. It will ensure optimal utilization of resources on priority basis.

#### **1.3.5** Institutional Arrangements and Implementation Mechanism

A number of activities, some of which are mentioned below, need to be undertaken and for each there should be an institutional arrangement from the State Government, down to the ULB, to discharge responsibility for the component schemes.

- i. Identifying polluted stretches of the river and sources of pollution in the state.
- ii. Identifying causes of pollution and towns that are responsible for pollution in the river.
- iii. Awareness generation and involve stake holders at various levels.
- iv. Preparation of projects
- v. Implementation and third party inspection
- vi. Supervision, guidance, quality control, adherence to completion schedule and project cost control
- vii. O&M
- viii. Monitoring and evaluation

To ensure that the above functions are performed efficiently and effectively, dedicated cells are necessary in the states. Accordingly, a State Project Management Unit (SPMU) has been suggested in the state government with representation of the concerned departments. In states within the Ganga basin SPMU may be appointed by the State Ganga River Conservation Authority. In other states, the government in the department of Urban Administration may appoint the SPMU. The executive arm will be the state implementing agency, the organization which deals with projects related to water and waste water in urban areas.

At the level of the district or the town where actual projects are implemented there is a PMU with the DM/DC/Collector or the President of the District Planning Committee or the Mayor/President of the ULB as its chief and representatives of the ULB and departments who are to handle the schemes under the NRCP.

It is necessary to secure active association of the ULB in project formulation, siting of and getting land for important infrastructure such as sewage pumping stations and STPs, which is crucial for timely completion of projects and their O&M.

#### **1.3.6** Inclusion of Tributaries in NRCP

Tributaries may have a significant impact on the quality and quantity of water and on aquatic life. If tributaries render the river water polluted, pollution abatement works for these rivers can be proposed.

#### 1.3.7 Revision of Standards of Treated Wastewater

In critical stretches of Ganga river standards of STP effluents have been revised.

### **1.3.8** Inclusion of branch and lateral sewers and house connections up to the property line

Under NRCP branch and lateral sewers and house connections up to the property line are not eligible for financial assistance from the NRCD. However, NGRBA guidelines provide for the Ganga basin that apart from conveying sewers, pumping stations and STPs, these items should also be included in projects in unsewered areas to make the city fully sewered.

#### **1.3.9** Renovation, up gradation and modernization of existing projects.

Some components of existing projects have outlived their design periods. On the one hand, their performance, mainly that of STPs would have deteriorated and, on the other, specifications of treated effluents have been raised. Therefore, there is a need to provide for renovation, up gradation and modernization of such projects.

### 1.3.10 Projects needed in view of emergence of new colonies and expansion of old towns/cities

In several towns haphazard growth has taken place without any matching arrangements for disposal of wastewater. New projects of sewage management are required for such areas.

#### **1.3.11** Community Toilet Complexes

Rainwater harvesting and promotion of solar energy are to be incorporated in the community toilet complexes. At commercial locations toilet complexes may be set up with higher specifications for high end users on higher user charges basis. The up gradation of existing CTCs is to be explored and provision to be made for the same.

#### **1.3.12** Catchment Area Treatment to check the flow of silt and nutrients

For a river, the quantity and quality of its discharge is a function of rainfall and land use in the catchment. Silt, nutrients and agricultural run off are its major pollutants. Both for securing flow in the river system and for maintaining quality, proper land use and measures to protect the catchment are necessary.

#### **1.3.13** Works to secure environmental flow

It is well known that aquatic life in river systems cannot be sustained unless flows unique to biodiversity in sections of rivers are maintained, especially in periods of low flow. Several measures may need to be taken to achieve this objective, including the following

- i. Reducing abstraction of water from the river
- ii. Reuse and recycling of wastewater including discharge back to the river
- iii. Increasing efficiency of use of water in irrigation, domestic consumption and industry
- iv. Catchment area treatment, to increase base flow and check the flow of silt and nutrients to the river
- v. Augmenting flow in the river
- vi. Rain Water harvesting for ground water recharge.

#### **1.3.14 Recycle and Reuse of Wastewater**

Agricultural, industrial and domestic demand of fresh water is very high. On the other hand, drawl of fresh water from the river for these purposes reduce availability of water in the river for dilution. Recycling and reuse should either be for non-domestic municipal uses or for specific irrigation and industrial purpose. Therefore, innovativeness in design of STPs should be encouraged so that the treated sewage can be used to meet such demand on case to case basis.

Presently under the NRCP, schemes for catchment area treatment, works to secure environmental flow are not eligible for funding. However, there are schemes of other ministries under which these schemes could qualify for funding. Hence preparation of such schemes will help in taking advantage of programmes of other ministries and their agencies. However, a judicious view on discharging back to river or for reuse may have to be taken depending upon river flow.

**1.3.15 Degrees of Treatment Linked to Availability of Fresh Water in the River** The ...... of treatment and the quality of effluent of the STP should be determined, taking In..... account the quantity and quality of fresh water available in the river and the assimilative capacity of the same for dilution so that after mixing of effluent the quality of river water satisfies the prescribed standards for the best designated use. Therefore, instead of a uniform level of treatment the approach of varying level should be followed. There should also be emphasis on augmenting flow in the river.

#### **1.3.16 Preparation of FRs and DPRs**

The state project management unit may identify the specific agency that will deal with a particular source of pollution. A suggestive list of agencies that may deal with different types of schemes is provided in the chapter on project management and institutional issues. These agencies will prepare FRs and DPRs of schemes assigned to them. Their FRs and DPRs should be put together into an integrated project. Since they may be examined by different officers, they need to be in different volumes – one volume for one scheme.

In order to improve scientific and engineering designs and planning the following are necessary:

- i. Good quality digital maps on GIS platform
- ii. Softwares for project planning and design.
- iii. Suitably educated, trained and experienced manpower with necessary professional expertise.

#### 1.3.16.1 Sewer System

The sewer districts should be so configured that long trunk mains and number of pumping stations are reduced to the minimum. For this purpose options of centralised and decentralized systems should be worked out and evaluated.

#### **1.3.16.2** Sewage Treatment Plants

The NRCD has published a document in 2009 "Compendium of Sewage Treatment Technologies" in which the technologies have been evaluated on

- i. Performance,
- ii. Energy requirement,
- iii. Resource requirements and associated costs,
- iv. Land requirements.
- v. Annualised cost also has been worked out.

Depending on the desired water quality of the effluent of the STP, land requirement, availability of electricity and funds available, the technology that appears feasible should be selected using the matrix given in Compendium of Technologies. New technologies like 'In Situ Sewage Treatment through Bioremediation' not covered in the compendium may also be examined.

The STPs are to be designed on the basis of actual measurements of the waste water flows in the drains and projecting the same as per the design period of the component.

#### **1.3.16.3** Appraisal of Projects

Projects submitted for financial assistance to the NRCD/NGRBA or other funding agencies are liable to be appraised by independent institutes/experts. This will enhance quality of DPRs in addition to cost optimisation. Any likely loopholes in planning and designing of projects will also be plugged through such appraisals.

#### 1.3.17 Flow Chart

A flow chart has been introduced in the guidelines which mention processes involved in the preparation of the DPR and the time expected to be taken in each. In other words it mentions the main activities of the agencies/institutions involved in the preparation of the project reports and the time likely to be taken in each activity. The Flow Chart is attached as Figure 1 in chapter 22.

#### **1.3.18** Public Awareness and Public Participation

Stakeholder consultation at the stage of formulation of CSP and of Feasibility Report of the project has been provided to ensure active involvement of various stake holders and the civil society to generate support as well as belongingness and ownership of assets. Much greater involvement of stakeholders and their ownership of the project is called for. The revised guidelines deal with this issue. Introduction of "river festivals" and "river runs", under public participation activities, have also been included. DPRs of component schemes do not have provision for this item. For each component scheme, a plan of public awareness and public participation should be made, expenditure of which should be met from this allocation.

#### **1.3.19 HRD and Capacity Building**

Emphasis has been laid on education in various domains of knowledge, the required training experience, and capacity building in all organisations associated with the river conservation programme.

Particular attention should be given to capacity building and HRD in ULBs to enhance their technical and financial capability in the implementation and O&M of projects, as they are to finally take over the assets. So, their capacity building will boost the success of the programme.

DPRs of component schemes do not have provision for this item. For each component scheme, a plan of HRD and capacity building should be made, expenditure of which should be met from this allocation.

#### **1.3.20** Operation and Maintenance

Funds required for operation and maintenance for the first 5 years is required to be inbuilt in the project cost to overcome initial hindrances likely to be faced by ULBs/ States. It will ensure unhindered O&M of assets, which is necessary for achieving the improvement in the river water quality.

#### **1.3.21** Memorandum of Agreement (MoA)

There is to be a tripartite MoA among ULB, State Government and the MoEF that provides a frame work of commitments by all stake holders for successful implementation of the programme and proper O&M of assets. A copy of the MoA is given as Annexure 4.

#### **1.3.22** Monitoring and Evaluation:

Provision for third party inspection has been made to strengthen capacity of the state government and state implementing agency to monitor the physical progress of projects during preconstruction, construction, commissioning and trial run and post construction. A copy of the relevant notification is attached as Annexure 5.

#### 1.3.23 Flexibility in the methodology of preparation of CSP, FR AND DPRs

The DPRs of component schemes do not have provision for this item. For each component scheme, a plan of monitoring and evaluation should be made, expenditure of which should be met from this allocation. These guidelines provide a broad frame work of and the methodology of preparing the city sanitation plan, feasibility report and the DPR. Circumstances may vary from place to place and for a given river and a source of pollution. Therefore, various activities contained in these guidelines should be carried out in a manner that is best suited to the local conditions within the broad framework of these guidelines.

### **1.3.24** Inclusion of Schemes for Management of Municipal Solid Waste affecting river water quality

Different types of solids and solid waste may also contribute directly to river pollution in a significant manner. Therefore, one of the component schemes should include measures for dealing with that part of solid waste that directly contributes to river pollution.

#### **1.4 CENTAGE ON PROJECT COST**

According to the present practice, a centage of 8% of the project cost is admissible. This issue has been examined with reference to the practice followed by CPWD (Reference of CPWD Works Manual 2007 http://cpwd.gov.in/newsitem/latestnewspdf/Final-WorksManual.pdf). It is proposed to revise the centage as given in the table below:

| S.<br>No. | Item   | Provision by<br>NRCD/MOEF | Provisions<br>in<br>CPWD<br>manual  | Recommended<br>percentage+ |
|-----------|--|---------------------------|---|----------------------------|
| 1         | 2  | 3                         | <u>1111111111111111111111111111111111111</u>                                | 5                          |
| Ι         | Preliminary (Enabling Works)   |                           |   |                            |
|           | Preliminary work :- surveys,<br>investigations, report preparation,<br>tender documents, hiring<br>specialist, training, education,<br>capacity building, computer<br>software & hardware, computer<br>consumables | 3.00                      | charged as a<br>separate<br>item  | 3.00                       |
| II        | Establishment & Supervision  | -                         | 6.75  | 6.75                       |
| III       | Special T&P  | 1.00                      | *0.50   | 1.00                       |
| IV        | Audit & account Charges  | 1.00                      | 0.25  | 0.25                       |
| V         | Contingency  | 3.00                      | Charged<br>directly to<br>works under<br>each item of<br>works and is<br>3% | 3.00                       |
|           | Total  | 8.00                      |   | 14.00 +                    |

#### Table 1.1: Table showing details of Centage

\* The indicated rates of tools and plants are exclusive of the cost of special tools and plants, the cost of which will be charged to the estimates of the works.

+ Subject to the approval of NRCD

#### **1.5 ADDITIONAL FEATURES**

River Ganga has been given the status of National River and the National Ganga River Basin Authority has been constituted. The Authority has both regulatory and development functions. The Authority is to take measures for effective abatement of pollution and conservation of the river Ganga in keeping with sustainable development needs including activities such as development of a river basin management plan, maintenance of minimum ecological flows in the river Ganga, among others.

Basin management plan of River Ganga is currently being developed. Specific features of projects that will come up in the basin, as distinct from those under the NRCP, will be known only after the Basin Management Plan has been prepared, has been considered by the NGRBA and new guidelines are issued. Till then these guidelines will apply to projects in the Ganga basin also.

Based on Ganga River Basin Management Plan, certain additional features may have to be adopted in these guidelines in due course.

### **CHAPTER 2**

### **COLLECTION OF DATA**

#### 2.1 INTRODUCTION

As stated in Introduction, preparation of Detailed Project Report for pollution abatement is a three step process, namely, City Sanitation Plan (CSP), Feasibility Report (FR), followed by the Detailed Project Report (DPR). This chapter deals with collection of data required for preparing all these reports. Some states have already started preparing CSPs. Where available, these CSPs should be used. If necessary, they may be updated and if there are any gaps in relation to the river pollution abatement works, these should be filled up.

Preparation of CSP is to precede the FR and is to be the basis for preparing the PR. It follows, therefore, that it should be prepared on the basis of available data (Primary / Secondary Data) that has been generated by the concerned agencies and primary data may also be required. Feasibility Report will identify the problem of pollution, develop and evaluate the various options and select the best that is cost effective and sustainable and produces the intended outcome.

After selection of a city on the basis of data collection, it is necessary to prepare a CSP, FR of sewerage schemes and then a DPR. The DPRs of non-sewerage schemes can be prepared straight after the preparation of CSP. For preparing the DPR, additional data may be needed, which may have to be generated by undertaking suitable survey and investigation (primary data).

In this chapter, the guidelines deal with collection of primary and secondary data.

#### 2.2 DATA REQUIRED AT DIFFERENT LEVELS

The data needs to be gathered at several levels as below:

- i. Drainage basin of the river, in which polluted stretches have been identified and in respect of which the pollution abatement project is to be prepared. This will help to identify the priority for taking up pollution abatement works to improve the river water quality.
- ii. The town which is causing pollution of the river and for which an integrated project is to be prepared for abatement of pollution from waste water and solid waste. A town may have to be divided into a number of sewerage districts for getting optimal results and data gathered should meet this need. In case some data mentioned below is not available, it may be stated at the appropriate place. However, DPR should integrate all the data provided by agencies concerned for pollution abatement.

#### 2.3 DATA RELATED TO DRAINAGE BASIN

It is beneficial for the planner to have an understanding of the river basin as every activity undertaken at any point in the basin has implications for the river as a whole, though more often on the downstream side. It is, there fore, necessary to identify activities and their impact on the river. Relevant data must be collected and analysed so as to assign priority to towns for taking up pollution abatement works. Data that needs to be collected is mentioned below. While information on catchment may be beneficial to assess the overall pollution load, the DPR may focus on information pertaining to the area with in the municipal boundary of the town.

#### 2.3.1 Drainage Basin Map

A map of the basin on 1:50,000 scale SOI topographical sheet showing the following features:

- a) Drainage map marking the catchments of
- i. Tributaries,
- ii. Main stem and
- iii. Existing water bodies
- b) Cities / Town in the basin with
- i. River water quality being below the desired level
- ii. Cities with cultural, social and tourism importance
- c) Recent Land Use, if available, from State Remote Sensing Centre
- i. Agriculture,
- ii. Forests,
- iii. Mining
- iv. Industrial areas
- d) Sites from where samples for testing water quality were drawn by the CPCB/SPCB.
- e) Sites of abstraction of water dams and diversion works
- f) River gauging sites
- g) Flood plain
- h) Identified river fronts needing development and management and removal of encroachment.

#### 2.3.2 Geography

- i. Latitude, Longitude of the town
- ii. Physical features and natural resources
- iii. General topography
- iv. Any other important information

#### 2.3.3 Climate

i. Rainfall:

- Average annual rain fall
- Average rainfall during monsoon
- Maximum rainfall in a day
- Number of rainy days

#### ii. Temperature:

Maximum and minimum in

- Summer
- Monsoon,
- Winter

#### 2.3.4 Population

It should include towns

- i. With significant population causing pollution
- ii. Where river water quality is below that prescribed for the best designated use.
- iii. With cultural, social and tourism importance.

Information may be presented in the table below

#### Table 2.1: Table showing population of Towns in the River Basin

| Town     | Male | Female | Toatl |
|----------|------|--------|-------|
| Urban    |      |        |       |
| Town 1   |      |        |       |
| Town 2   |      |        |       |
| Town 'n' |      |        |       |

### 2.3.5 Cultural and religious significance of the river, its basin and cities located on its bank

Briefly describe significance of the river, the basin and cities on its bank so as to bring out the importance of conservation of the river and reasons why it should be protected from the pollution caused by the waste water of major cities.

#### 2.3.6 Hydrological

Hydrological data as below

- i. Discharge figures of river, tributaries and streams.
- ii. Average dry weather flow in the river. These may be obtained either from CWC
- or Irrigation Departments. Where such data is not available, efforts may be made to assess the flow on the basis of river cross-section, depth, velocity etc.
- iii. Storage capacity of dams, barrages, etc. if any
- iv. Discharge capacity of diversion works
- v. Quantity of water abstracted at various sites for irrigation, industry, human consumption, particularly up stream of the town concerned.
- vi. Morphology and hydrology of the river.
- vii. Quantity of ground water abstracted within the town.
- viii. Ground water levels in different blocks.

#### 2.3.7 Industrial Waste

Information about industrial effluent may be provided in the following table

| Areas              | Quantity of<br>water used<br>mld | Effluent<br>Generated<br>mld | Industrial<br>effluent<br>satisfies<br>standards<br>Yes/ No | Proper<br>Industrial<br>SWM –<br>Yes/No |
|--------------------|----------------------------------|------------------------------|---|---|
| *Industrial Area   |                                  |                              |   |   |
| *Major Industrial  |                                  |                              |   |   |
| Units              |                                  |                              |   |   |
| *Grossly polluting |                                  |                              |   |   |
| Units              |                                  |                              |   |   |
| *Mining Areas      |                                  |                              |   |   |
| Others             |                                  |                              |   |   |
| Total              |                                  |                              |   |   |

**Table 2.2: Information about Industrial Effluents** 

\*In case of more than one area/unit give information in additional rows unit wise

#### 2.3.8 Sampling Locations for River Water Quality

Water quality data at following locations may be obtained

- i. At confluence of major tributaries, upstream and down stream, as is available with SPCB/CPCB
- ii. At points where industrial effluent is discharged in to the river or streams in the basin
- iii. At each city –upstream and downstream of the city, and
- iv. At other important locations of the river such as bathing ghats.

#### **2.3.9** Polluted stretches of rivers in the States/NGRBA:

List of polluted stretches published by the CPCB may form the basis for selection of town / river (Annexure 6).

In case CPCB data is not available in respect of any city but it is felt that the river water quality is unacceptable, water quality may be tested and if found unsatisfactory, pollution abatement project may be prepared in accordance with these guidelines.

#### Table 2.3 Designated-Best-Use Class of water Criteria

Source: CPCB

| <b>Designated Best</b> | Class of Water | Criteria   |
|------------------------|----------------|--|
| Use                    |                |  |
| Drinking Water         | Α              | 1. Total coliforms organism MPN/ 100ml shall be 50 |
| Source without         |                | or less  |
| conventional           |                | 2. pH between 6.5 and 8.5                          |
| treatment but after    |                | 3. Dissolved oxygen 6mg/l or more                  |
| disinfection           |                | 4. Biochemical oxygen demand 5 days 20°C 2mg/l     |
|                        |                | or less  |
| Out door bathing       | В              | *1. Total coliforms organism MPN/100 ml shall be   |
| -                      |                | 500 or less  |
|                        |                | 2. pH between 6.5 and 8.5                          |
|                        |                | 3. Dissolved oxygen 5mg/l or more                  |
|                        |                | 4. Biochemical oxygen demand 5 days 20°C 3mg/l or  |
|                        |                | less   |

| Designated Best        | <b>Class of Water</b> | Criteria  |
|------------------------|-----------------------|---|
| Use                    |                       |   |
| Drinking water         | С                     | 1. Total coliforms organism MPN/100 ml shall be 5000 or |
| source after           |                       | less  |
| conventional           |                       | 2. pH between 6 to 9                                    |
| treatment and          |                       | 3. Dissolved oxygen 4mg/l or more                       |
| disinfection           |                       | 4. Biochemical oxygen demand 5 days 20oC 3mg/l or less  |
| Propagation of wild    | D                     | 1. pH between 6.5 to 8.5                                |
| life and fisheries     |                       | 2. Dissolved oxygen 4mg/l or more                       |
|                        |                       | 3. Free ammonia (as N) 1.2 mg/l or less                 |
| Irrigation, industrial | Ε                     | 1. pH between 6.0 to 8.5                                |
| cooling, controlled    |                       | 2. Electrical conductivity at 25oC micro mhos/cm        |
| waste disposal         |                       | Max.2250  |
| _                      |                       | 3. Sodium absorption Ratio Max. 26                      |
|                        |                       | 4. Boron Max. 2mg/l                                     |
|                        |                       |   |

\*The NRCD norms are: Fecal coliform< 500 MPN/100ml (desirable), 2500MPN/100ml (max permissible)

#### **2.3.10 Biological Parameters**

As far as possible information on biological indicators may be provided.

#### 2.4 TOWN RELATED DATA

#### 2.4.1 Maps Related to City

Digital maps, as may be available, showing the following features on a scale large enough to understand the physical features.

- i. Important land marks of the city
- ii. Rivers and their flood plains
- iii. Other water bodies
- iv. River banks where solid waste is dumped
- v. Drains, and their respective outfalls and catchments (drainage areas)
- vi. Streets
- vii. Municipal wards
- viii. Open spaces
- ix. Residential areas
- x. Industrial estates
- xi. Industrial units outside industrial estates
- xii. Points of discharge of industrial effluents
- xiii. Slums
- xiv. Water supply system Including intake points and ground water.
- xv. Places used for open defecation
- xvi. Community toilets
- xvii. Sewers in each drainage area with diameters and invert levels with junctions of sewers, if existing.
- xviii. STPs and sewage pumping stations, if existing.
- xix. Crematoria
- xx. River front (ghats) developed in the past
- xxi. Sites on river banks for cattle wallowing, dhobi ghats, washing of motor vehicles and carcasses are dumped
- xxii. Garbage dumping sites including land fills

- xxiii. Bio-medical waste treatment facilities
- xxiv. Ground levels and contours
- xxv. Pollution abatement works carried out in the past

#### 2.4.2 Land Use, Contour, Drainage and Other Thematic Maps

The themes related to which the maps should be prepared are mentioned in the previous section. At the stage of preparing FR, the maps of SOI, ULB and State Remote Sensing Agency may be used. However, at the stage of DPR, it may be useful to use most recent satellite imagery, data and maps. Contour maps at appropriate interval will be needed for which survey may have to be done.

#### 2.4.3 Use of State of Art Tools Like Remote Sensing and GIS

If there are easily accessible facilities with the State Remote Sensing Centre or other specialized agencies an attempt should be made to use remote sensing to gather spatial information observable from space and present it and other data mentioned above in Geographical Information System (GIS) format. It gives the ability to prepare maps on different themes as required. For cities with a population of one million or more the data must be presented in GIS format. For other cities it is optional.

Latest preparation tools/software like GIS, CAD, satellite imageries etc. may be used for preparation of maps. As expertise of this kind may not be generallyavailable with the implementing agencies, the work may be done by hiring qualified experts for such purposes from outside. A good map depicting all the above features would help in improving decision making and finalising appropriate sewerage routes without disturbing other civic utilities.

#### 2.4.4 Population of the Town

Population of the town should be provided in the following tables

#### Table 2.4 Population of the town during the last five decades

| Year | No of<br>wards | Area of<br>town | No of<br>houses<br>including<br>slums | Population | Growth<br>rate | Density of<br>population<br>no / sq. km |
|------|----------------|-----------------|---------------------------------------|------------|----------------|---|
| 1971 |                |                 |                                       |            |                |   |
| 1981 |                |                 |                                       |            |                |   |
| 1991 |                |                 |                                       |            |                |   |
| 2001 |                |                 |                                       |            |                |   |
| 2011 |                |                 |                                       |            |                |   |

| Ward no |              | 1971 | 1981 | 1991 | 2001 | 2011 |
|---------|--------------|------|------|------|------|------|
| 1       | Population   |      |      |      |      |      |
|         | No of houses |      |      |      |      |      |
| 2       | Population   |      |      |      |      |      |
|         | No of houses |      |      |      |      |      |
| n       | Population   |      |      |      |      |      |
|         | No of houses |      |      |      |      |      |

 Table 2.5 Ward wise details may be provided in the following table

Table 2.6 Slum population and households in each ward Latest census

| Ward<br>No | Slum<br>no. | Slum<br>name | Population<br>in the<br>latest<br>census | No of<br>households | Mode of<br>Water<br>supplied<br>Piped,<br>hand<br>pump,<br>none | Toilets<br>or<br>Open | defecation<br>Drain<br>into<br>which<br>waste<br>water<br>flows |
|------------|-------------|--------------|--|---------------------|---|-----------------------|---|
| 1          |             |              |  |                     |   |                       |   |
|            |             |              |  |                     |   |                       |   |
| Ν          |             |              |  |                     |   |                       |   |

#### 2.4.5 Status of Wastewater Management Works Undertaken or Already Implemented in the Past

In the past some works related to pollution abatement and management of waste water may have been implemented, for which the following details may be collected.

- i. Year of installation/commissioning
- ii. Designed capacity/performance
- iii. Present Performance and O&M details
- iv. Details of existing sewered areas along with branch, lateral and trunk sewers
- v. Sewage Treatment Plants
- vi. Year of installation/commissioning
- vii. Designed capacity

Unsewered areas housing low-income groups are serviced by 'pit latrines' or septic tanks at individual household/ community levels. Overflows from septic tanks are discharged into the river through open drains. These areas are to be marked on the map. These facilities are to be synchronised / dovetailed with the proposed scheme.

#### 2.4.6 Status of River

i. Purposes for which river water is being used

- a. Drinking
- b. Irrigation
- c. Industry
- d. Navigation
- ii. Water Quality

The programme aims at improving the river water quality to the desirable standards. CPCB has classified all inland waters in five categories according to the designated best use class. The designated best use as well as actual quality of river water should be reported. For actual baseline data, water quality should be analysed at upstream and downstream points of the city as also downstream points of major outfalls. Water quality analysis should take into account all the parameters prescribed by CPCB/SPCB in their formats. This is necessary to assess the current water quality and the extent of improvement that can be achieved through interventions proposed in the DPR. The sampling of water quality should be from completely mixed zone to represent accurate impact Water quality of the river and drains may be presented in tables such as given below:

| Parameters | Result |       |            |       |      |        |            |       |       |       |
|------------|--------|-------|------------|-------|------|--------|------------|-------|-------|-------|
|            | Upst   | tream | Downstream |       | Out  | fall 1 | Out fall 1 |       | Outfa | ll n  |
|            | Avg.   | Range | Avg.       | Range | Avg. | Range  | Avg.       | Range | Avg.  | Range |
| pН         |        |       |            |       |      |        |            |       |       |       |
| SS (mg/l)  |        |       |            |       |      |        |            |       |       |       |
| TDS (mg/l) |        |       |            |       |      |        |            |       |       |       |
| BOD (mg/l) |        |       |            |       |      |        |            |       |       |       |
| COD (mg/l) |        |       |            |       |      |        |            |       |       |       |
| Cl (mg/l)  |        |       |            |       |      |        |            |       |       |       |
| Total      |        |       |            |       |      |        |            |       |       |       |
| coliform,  |        |       |            |       |      |        |            |       |       |       |
| MPN/100 ml |        |       |            |       |      |        |            |       |       |       |
| Fecal      |        |       |            |       |      |        |            |       |       |       |
| coliform,  |        |       |            |       |      |        |            |       |       |       |
| MPN/100 ml |        |       |            |       |      |        |            |       |       |       |
| *Saprobity |        |       |            |       |      |        |            |       |       |       |
| index      |        |       |            |       |      |        |            |       |       |       |
| #Diversity |        |       |            |       |      |        |            |       |       |       |
| Index      |        |       |            |       |      |        |            |       |       |       |
| @P/R Ratio |        |       |            |       |      |        |            |       |       |       |
| Fish etc   |        |       |            |       |      |        |            |       |       |       |

Table 2.7: Water quality of River / Drain

\*Saprobity Index: Numerical estimation of pollution of organic matter, from 0 - 4.

**#Diversity Index:** Diversity index is a statistic which is intended to measure the biodiversity of an ecosystem.

production/respiration ratio (P/R ratio) The relationship between gross @P/R Ratio: production and total community respiration. Where P/R = 1 a steady-state community results. If P/R is persistently greater or less than 1 then organic matter

either accumulates or is depleted respectively

#### 2.4.7 **Soil Investigations**

For laying deep sewers, soil investigation and test bores must be made at suitable intervals along the alignment of sewers to ascertain the type of soil at different depths and behaviour of ground water table and bearing capacity of the soil. For deep sewer laying, wherever required a mechanical system may be proposed as a safety and speedy measure.

#### 2.4.8 General Information

- i. Location Latitude, Longitude
- ii. Important features
- iii. Climate
- iv. Brief history of the city
- v. Commercial activities
- vi. Industrial activities
- vii. Educational activities
- viii. Cultural activities
- ix. Religious activities
- x. Master plan of development of the city, obtain if there is one.
- xi. City development plan or city sanitation plan prepared under JNNURM, if it has been prepared, should be obtained.
- xii. Project reports of development works in the city executed, under execution and proposed for future in the following sectors should be obtained.
- xiii. Slum population and their development/rehabilitation plan.
- xiii. Present sewerage management and SWM system.

#### 2.4.9 Discharge carried by drains and Water Quality

A note on the number of drains, state of drains, discharge carried by them, alongwith the location points of outfall water should be prepared. Discharge in these drains should be measured in dry weather and their water quality (sewerage parameters viz., pH, temperature, colour, odour, TSS, VolatileSS, BOD, COD, Cl, nitrogen, phosphorus fecal coliform and any other parameter considered significant for the city) should be tested in dry weather. Samples for testing water quality should be composite and flow proportional taken once a week for diurnal variation on hourly basis. Considering a fourweek month, three samples are to be taken on weekdays, whereas the fourth sample is to be taken on an off day i.e. Sunday.

Sampling for water quality should be conducted for at least one month during dry weather to assess pollution load quantitatively and qualitatively. Actual present flows should be measured at the point of outfall into the water body, which could be either through open drains or pumping stations.

This information may be provided in the following table

#### Table 2.8: Discharge Carried by Drains

| Drain no. | Drain<br>name | Starting<br>Point | Outfall<br>point | Length,<br>km | Measured flow | Population |
|-----------|---------------|-------------------|------------------|---------------|---------------|------------|
| 1         |               |                   |                  |               |               |            |
| 2         |               |                   |                  |               |               |            |
| n         |               |                   |                  |               |               |            |

| Parameters                 |   | Monitoring Sites of Drains |   |   |   |   |   |   |   |
|----------------------------|---|----------------------------|---|---|---|---|---|---|---|
|                            | 1 | 2                          | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| pН                         |   |                            |   |   |   |   |   |   |   |
| Temperature                |   |                            |   |   |   |   |   |   |   |
| Colour                     |   |                            |   |   |   |   |   |   |   |
| Odour                      |   |                            |   |   |   |   |   |   |   |
| TSS (mg/l)                 |   |                            |   |   |   |   |   |   |   |
| VolatileSS (mg/l)          |   |                            |   |   |   |   |   |   |   |
| BOD (mg/l)                 |   |                            |   |   |   |   |   |   |   |
| COD (mg/l)                 |   |                            |   |   |   |   |   |   |   |
| Cl (mg/l)                  |   |                            |   |   |   |   |   |   |   |
| Nitrogen mg/l              |   |                            |   |   |   |   |   |   |   |
| Phosphorus mg/l            |   |                            |   |   |   |   |   |   |   |
| Fecal<br>ColiformMPN/100ml |   |                            |   |   |   |   |   |   |   |

#### Table 2.9: Waste water characteristics of Drains.

#### 2.4.10 Water Supply

Sources of present supply of water should be provided in the table below

#### Table 2.10: Status of Water Supply

#### i. Present Status

| Sources of Water Supply           |                    |                    | Quantity           |                      |
|-----------------------------------|--------------------|--------------------|--------------------|----------------------|
|                                   | Drainage<br>Area 1 | Drainage<br>Area 2 | Drainage<br>Area n | Future<br>Projection |
| River (Describe source)           |                    |                    |                    |                      |
| Tubewells (mention nos. and       |                    |                    |                    |                      |
| average depth of tubewells in the |                    |                    |                    |                      |
| area)                             |                    |                    |                    |                      |
| Hand Pumps                        |                    |                    |                    |                      |
| Others (mention)                  |                    |                    |                    |                      |
| Total                             |                    |                    |                    |                      |
| Present population                |                    |                    |                    |                      |
| Population covered by water       |                    |                    |                    |                      |
| supply                            |                    |                    |                    |                      |
| Per capita water supply           |                    |                    |                    |                      |
| Present hours of water supply     |                    |                    |                    |                      |

#### ii. Plans for Augmentation of Water Supply

Approved plans, if any, for augmentation of water supply in the future JNNURM or State Plan, should be indicated so that these are appropriately considered for designing Sewerage systems and STPs. The following information may be provided.

#### Table 2.11 Plans for Augmentation of Water Supply

| Drainage<br>Area | Name of<br>project | Date of sanction | Date of<br>completion | Quantity of<br>water | Future Projection<br>for water<br>requirement |
|------------------|--------------------|------------------|-----------------------|----------------------|---|
|                  |                    |                  |                       |                      |   |
|                  |                    |                  |                       |                      |   |

#### 2.4.11 Present Waste Water Disposal Systems

| Waste Water Disposal         | Quantity    |      | Impact | Plan for renovation |  |
|------------------------------|-------------|------|--------|---------------------|--|
|                              | <b>DA 1</b> | DA 2 | DA n   |                     |  |
| Sewers without STP Km        |             |      |        |                     |  |
| Sewers with STP Km           |             |      |        |                     |  |
| Houses connected to sewers   |             |      |        |                     |  |
| (Number)                     |             |      |        |                     |  |
| Houses not connected         |             |      |        |                     |  |
| (Numbers)                    |             |      |        |                     |  |
| Septic tanks (Numbers)       |             |      |        |                     |  |
| Community Toilets (No)       |             |      |        |                     |  |
| Places of open efecation(No) |             |      |        |                     |  |

#### Table 2.12: Details of Present Waste Water Disposal System

\*DA stands for Drainage Area

| Table 2.13 State of Sewer System (Dramage Area wise) |
|--|
|--|

| DA | Particulars           | Operational | Qty. | Date of      | Condition | Operating |
|----|-----------------------|-------------|------|--------------|-----------|-----------|
|    |                       | Yes or No   | kms  | installation | of assets | agency    |
|    | Sewers                |             |      |              |           |           |
|    | Intermediate sewage   |             |      |              |           |           |
|    | pumping stations      |             |      |              |           |           |
|    | Main pumping stations |             |      |              |           |           |
|    | STPs / Location       |             |      |              |           |           |
|    | Location / Installed  |             |      |              |           |           |
|    | Capacity, mld /       |             |      |              |           |           |
|    | Process               |             |      |              |           |           |
|    | Others, if any        |             |      |              |           |           |

\*DA stands for Drainage Area

| <b>Table 2.14 : De</b> | tails of existi | ing STPs |
|------------------------|-----------------|----------|
|------------------------|-----------------|----------|

| S.No | STP                                   | DA1 | DA2 | DAn |
|------|---------------------------------------|-----|-----|-----|
| 1    | Location (DA or ward)                 |     |     |     |
| 2    | Operational Yes or No                 |     |     |     |
| 3    | Process                               |     |     |     |
| 4    | Installed Capacity, mld               |     |     |     |
| 5    | Current Capacity, mld                 |     |     |     |
| 6    | Wastewater influent design Parameters |     |     |     |
|      | BOD, mg/l                             |     |     |     |
|      | TSS, mg/l                             |     |     |     |
|      | Fecal coliform                        |     |     |     |
| 7    | Effluent waste water design           |     |     |     |
|      | Parameters                            |     |     |     |
|      | BOD, mg/l                             |     |     |     |
|      | TSS, mg/l                             |     |     |     |
|      | Fecal coliform                        |     |     |     |

| S.No | STP                                    | DA1 | DA2 | DAn |
|------|--|-----|-----|-----|
| 8    | Influent waste water actual Parameters |     |     |     |
|      | BOD, mg/l                              |     |     |     |
|      | TSS, mg/l                              |     |     |     |
|      | Fecal coliform                         |     |     |     |
| 9    | Treated water Parameters               |     |     |     |
|      | BOD, mg/l                              |     |     |     |
|      | TSS, mg/l                              |     |     |     |
|      | Fecal coliform                         |     |     |     |
|      | Over all efficiency of STP*            |     |     |     |
| 10   | Date of installation                   |     |     |     |
| 11   | Condition of assets                    |     |     |     |
| 12   | Operating agency and mode of O&M       |     |     |     |
| 13   | Mode of discharge of effluents         |     |     |     |
| 14   | Whether sewer tax imposed              |     |     |     |

\* Procedure laid down in Compendium of Sewage Treatment, published by NRCD may be used (http://moef.nic.in/modules/recentinitiatives/NGRBA/Final% 20Compendium.pdf)

#### i. Accompanying Information

The above table should be accompanied with notes covering the following points

- i. Any important aspects not covered in the table
- ii. Localities/wards covered with septic tanks with number of houses and population covered
- iii. Localities/wards covered with sewer- system from the street to the drains and finally to the river.
- iv. No of houses connected to the sewer system
- v. No of houses not connected to the sewer system
- vi. State of maintenance of the sewer system-every component of the system including sewers, pumping stations electromechanical equipment, civil works should be commented on, including date of installation, designed capacity, performance, need to repair, renovate, modernise, increase capacity, replace.
- vii. STPs their location, capacities, year of installation, designed and current performance, need to repair, renovate, modernise, increase capacity, replace any component or the system as a whole, their impact on river water quality and O&M details.
- viii. Description and state of maintenance of each major component of the system in localities not having toilets
- ix. State of Public toilets and the works required to be done to bring them to a state where they can perform their expected functions
- x. Localities that do not have domestic / community toilets, thus leading to open defecation. Remedial measures required.
- xi. Details of private housing projects with sewerage facilities

#### 2.5 NON POINT SOURCES

#### 2.5.1 Community Toilet Complexes

The following information be compiled drainage area wise in the table below

|          |          | 1 able 2.1 | 5 Details 0                            | i existing | Tonets ra | acinities             |               |
|----------|----------|------------|--|------------|-----------|-----------------------|---------------|
| Drainage | Dwelling | Commu      | nity Toilet                            | Dwelling   | Dwelling  | Dwelli                | ng units with |
| Area     | units    | com        | plexes                                 | units      | units     | acce                  | ss to sewer   |
| Name     | without  |            |  | with       | with      | Co                    | onnected      |
|          | toilets  |            |  | dry pit    | septic    | te                    | o sewer       |
|          |          |            |  | latrine    | tanks     |                       |               |
|          |          | Number     | Toilet<br>connected<br>seat<br>numbers |            |           | Connected<br>to sewer | Not connected |
|          |          |            |  |            |           |                       |               |

#### Table 2.15 Details of Existing Toilets Facilities

For gathering the above information, a survey may be undertaken.

Details of activities already taken up under similar sanitation programme of the Social Welfare Department and other state agencies

Impact of existing sanitation works may be worked out on the basis of

- Number of persons using it daily
- Discharge points
- User charges collected daily etc.

#### 2.5.2 Crematoria

The following information may be provided

#### Table 2.16: Details of Existing Crematoria and Projections

| Drainage Area | No of crematoria complexes |          | No of bodies   | <b>Projection for</b>     |
|---------------|----------------------------|----------|----------------|---------------------------|
|               | Wood based                 | Electric | cremated daily | additional<br>requirement |
|               |                            |          |                |                           |
|               |                            |          |                |                           |

Impact of cremation on saving in wood requirement be worked out on the basis of bodies cremated in the existing crematoria.

#### 2.5.3 Dairies

 Table 2.17: Details of Dairies

| Drainage<br>Area | Total no of<br>cattle | No of big<br>dairies | No of cattle in<br>big<br>dairies | *Quantity of<br>excreta D.M. |
|------------------|-----------------------|----------------------|-----------------------------------|------------------------------|
| 1                |                       |                      |                                   |                              |
| 2                |                       |                      |                                   |                              |
|                  |                       |                      |                                   |                              |
| Ν                |                       |                      |                                   |                              |

\*D.M stands for dry matter in excreta @ 5 kg per head

- i. Quantification of dairy waste
- ii. Present locations and disposal points to be marked on the city plan

#### 2.5.4 Dhobi Ghats

- i. Number locations to be marked on the city plan
- ii. Number of dhobis in each ghat,
- iii. Details of alternate sites, if proposed The information to be collected for each drainage area or ward

#### 2.5.5 Motor Garages

- i. number and their locations on the city map
- ii. quantification of washing from garages
- iii. average number of vehicles being washed per day
- iv. disposal sites of washing may be marked on the city map
- iv. sites reserved for the activity in the Master Plan

#### 2.5.6 Cattle wallowing

#### Table 2.18 Details of Cattle Wallowing

| Location Name | No of cattle that wallow | Remarks |
|---------------|--------------------------|---------|
|               |                          |         |
|               |                          |         |

#### 2.5.7 Carcass Disposal

#### Table 2.19: Details of Carcasses disposed of

| Location Name | No of carcasses disposed of/day | Remarks |
|---------------|---------------------------------|---------|
|               |                                 |         |
|               |                                 |         |

- Location wise number of carcasses disposed of per day
- Sites reserved for carcass disposal.
- Prior to taking up any project for river conservation, both cattle wallowing and carcass disposal in the river must be banned.

#### **2.5.8 River front facilities**

- i. Identification of river ghats being used for bathing.
- ii. Status of existing bathing ghats
- iii. Requirement of new bathing ghats
- iv. Impact of existing ghats be worked out

#### 2.5.9 Solid Waste Management

- i. Ward wise solid waste generation and disposal, brief description of the system including information such as-
  - Quantity generated
  - Number of bins installed
  - Number of collection sites
  - Number and type of transport vehicles for collection and their capacity per day
  - No of disposal sites
- ii. State of maintenance of the system.
- iii. Details of land fills / compost /incineration plants etc.
- iv. Dumping of solid waste in the river be banned by local authority before taking up any project of MSW management.

#### 2.5.9.1 Bio-Medical Waste Treatment Facilities

#### Table 2.20: Bio-Medical Waste Treatment Facilities – Existing

| Plants | Location | Capacity | Actual Waste<br>Treated | Remarks |
|--------|----------|----------|-------------------------|---------|
|        |          |          |                         |         |
|        |          |          |                         |         |
|        |          |          |                         |         |

#### Table 2.21: Bio-Medical Waste Treatment Facilities- Proposed

| Plants | Location | Capacity | Actual Waste<br>Treated | Remarks Whether<br>Site<br>reserved |
|--------|----------|----------|-------------------------|-------------------------------------|
|        |          |          |                         |                                     |
|        |          |          |                         |                                     |
|        |          |          |                         |                                     |

#### 2.1.1 Afforestation

River banks prone to soil erosion may be identified and plotted on the map. Species that will thrive and serve the aesthetic and environmental purposes may be identified in consultation with social forestry officers.

#### 2.6 INSTITUTIONAL DETAILS

The institutions performing functions of providing services and performing development functions may be provided in the table given below.

| Service                | Name of institution given responsibility for |              |     |  |  |
|------------------------|--|--------------|-----|--|--|
|                        | Planning and design                          | Construction | O&M |  |  |
|                        |  |              |     |  |  |
| Water supply           |  |              |     |  |  |
| Disposal of wastewater |  |              |     |  |  |
| House Hold Sanitation  |  |              |     |  |  |
| Solid Waste management |  |              |     |  |  |
| Supply of electricity  |  |              |     |  |  |

Table 2.22: Institutional Responsibilities for Civic Services

#### 2.7 STATE OF (ULB – URBAN LOCAL BODY) MUNICIPALITY / MUNICIPAL CORPORATION

This should be provided for the last completed financial year

- i. Municipal government's own resources
- ii. State government grants and loans
- iii. Funding from financing institutions
- iv. Funding from capital market
- v. Central government grants
- vi. Private sector participation
- vii. Cost recovery of services supplied to the people
- viii. Availability of electricity in hours per day during Apr June, July to September, Oct- Dec, Jan to March

# 2.8 INDUSTRIAL WASTE WITHIN MUNICIPAL LIMITS AND WHOSE EFFLUENT REACHES THE RIVER

Data on grossly polluting industry along with the monitoring plan of SPCB should be presented in the DPR. It would be desirable to mention what data should be incorporated in the DPR. Industrial estates – water used, effluent generated, treatment plants installed with their capacities. Solid Waste Generated.

Industrial effluent- sources of generation:

| Table 2.23: D | etails of in | dustrial Effluent |
|---------------|--------------|-------------------|
|---------------|--------------|-------------------|

| DA | Industrial<br>Estate/<br>Isolated<br>Unit | Grossly<br>polluting<br>or not | Effluent<br>Generated | ETP<br>installed | Capacity | Solid<br>waste<br>Generated | Treatment<br>Facility with<br>capacity |
|----|---|--------------------------------|-----------------------|------------------|----------|-----------------------------|--|
| 1  |   |                                |                       |                  |          |                             |  |
|    |   |                                |                       |                  |          |                             |  |
| Ν  |   |                                |                       |                  |          |                             |  |
|    |   |                                |                       |                  |          |                             |  |

#### 2.9 ADDITIONAL DATA REQUIRED FOR COASTAL CITIES

Following data should also be gathered for coastal cities:

- i. Tidal incursion and mangroves
- ii. Coast line

- iii. Coastal district management plan
- iv. Drain wise municipal wards with their areas and population
- v. Salt water intrusion

#### 2.10 SOURCE OF DATA

The following sources may provide the needed information:

- i. State Pollution Control Board and the Central Pollution Control Board.
- ii. Executive Engineer of Water Resources department in the district maintains information about drainage basins and rivers in his district. To the extent it is available with him information related to the river for which the project is proposed to be formulated should be incorporated in the FR or CSP.
- iii. District planning office
- iv. District officers of agriculture, forests etc.
- v. Survey of India topographical sheets
- vi. India Meteorological Department
- vii. State Remote Sensing Agency
- viii. District Census Office
- ix. For flora and fauna Botanical Survey of India, Zoological Survey of India, State Pollution Control Board / Central Pollution Control Board and (local University in case any research has been done).
- x. Urban Local Body
- xi. Proposed components along with existing works, if any, are to be shown
- on maps with different colours and legends.
- xii. CGWB / State GWBs; State UDD; NIC cell at State / District level; PHED/Water & Sewerage Board/Authority

#### CHAPTER 3

### SELECTION OF CITY FOR POLLUTION ABATEMENT PROJECT & PREPARATION OF CITY SANITATION PLAN

## 3.1 SELECTION OF TOWNS/CITIES FOR PROJECTS UNDER NRCP/NGRBA

Based on data collected regarding polluted stretches of rivers in accordance with guidelines in Chapter 2 and the information available from CPCB and other agencies, the basin and the river should be briefly described with emphasis on the uses of the river, abstraction of water from it, and change in water quality as the river progresses on its journey. On these stretches a list of towns where the water quality for bathing is (BOD> 3mg/1, DO < 5 mg/1 and Fecal coliform > MPN 2500) i.e., worse than the prescribed limits should be prepared. The greater the pollution at a location, higher should be the order in the list of priority. In these towns pollution abatement works under the NRCP should be proposed. However, for NGBRA, all mainstream Ganga towns with significant sewage generation that joins the river will be eligible in accordance with mission clean Ganga.

The Nodal Department of the State Government will prepare and submit projects under river conservation programme.

#### 3.2 CITY SANITATION PLAN (CSP)

#### 3.2.1 Objectives of City Sanitation Plan

The objective of preparing city sanitation plan is to formulate in consultation with the local body and other stakeholders, in sectors of wastewater and solid waste management: vision and goal in 5 years, 10 years, 15 years and 30 years and for that purpose to prepare a compendium of schemes necessary to convert the polluted stretch of the river in the state to a stretch of the river having the desired quality of water. CSP should also be linked with CDP, if any, to ensure simultaneous infrastructural growth of the city.

- (a) to give an introduction of the river and its basin in the State,
- (b) to identify all sources of significant pollution of the river in the stretch within the state that needs to be controlled to improve the water quality,
- (c) Identify sources of pollution located in the city/town
- (d) Identify component schemes of a project whose implementation will improve its water quality to the desired level and improve the environment. More specifically, the CSP will help to achieve the following objectives:
- i. Ideint and non-point sources of pollution of the river in a town
- ii. Assess how the pollution of the river affects the stakeholders. .
- iii. Identify the outcome that the stakeholders expect from the pollution abatement project.
- iv. Identify the pollution abatement schemes, called Component Schemes, and measures that should be tantify all poken to address the issue of pollution and achieve the objective of the improvement of the river water quality to the desired level. Identify for each component scheme the agency that should be given responsibility to handle it and sources of funding.

### **3.2.2** City Sanitation Plan to contain All Schemes Considered Necessary to improve water quality of the river

For many cities city development plans or city sanitation plans have been prepared. Under these plans some works may have been proposed or implemented. They should be taken in to account while preparing the city sanitation plan for pollution abatement of the river.

Schemes to deal with certain kinds of pollution are not funded by the NRCD. These schemes, for example, include solid waste management, industrial effluent and industrial solid waste, biomedical waste and catchment area treatment. Safe disposal of industrial and biochemical waste is legal obligation on those who generate such waste. Schemes for management of solid waste may be eligible for funding under schemes of the Ministry of Urban Development. Therefore, all schemes necessary for reducing pollution of the river whether they are fundable by NRCD or any other ministry or agency should be included in the city sanitation plan. The schemes that are fundable by the NRCD are given below.

#### **3.3 TYPES OF SCHEMES FUNDED BY NRCD**

The Schemes eligible for funding under the NRCP include

- i. Sewerage schemes
- ii. Non-sewerage schemes
- iii. Other schemes

#### **3.3.1** Sewerage Schemes

Schemes needed for transporting waste water from the source of its generation to the sewage treatment plants namely

- i. Interception and diversion of waste water flowing in to the river
- ii. Treatment of wastewater

#### 3.3.2 Non-Sewerage Schemes

- i. Community toilets for residents who do not have toilets in their own homes.
- ii. Crematoria to check pollution from immersion of partially burnt human bodies.
- iii. River front development to prevent people from using the banks for easing themselves and for beautification
- iv. Management of such solid waste as directly pollutes the river water.
- v. Schemes to check pollution of rivers cattle wallowing, dhobi ghats and washing of motor vehicles.

#### **3.3.3** Other Schemes Related to Pollution Abatement Programme

- i. Human Resource Development, capacity building, training and research in river conservation
- ii. Public awareness and public participation
- iii. Other miscellaneous works depending on the location specific conditions including interface with the human population

#### 3.3.4 Schemes that are funded by other ministries/ Departments/ Agencies

- i. Schemes to check pollution from solid waste, carcass disposal
- ii. Plantation to check soil erosion of banks and improve environment
- iii. Schemes to check pollution from dairies, carcass disposal and other waste

#### 3.4 CONTENTS OF CITY SANITATION REPORT

a) Data

It should contain maps and all secondary data mentioned in chapter 2 relating to

- i. River basin and
- ii. Town proposed to be covered in the NRCP.

b) Estimation of pollution source wise and proposed schemes

The following information should be included, source of pollution wise:

- i. Every source of pollution should be identified.
- ii. The extent of pollution that it causes should be identified to the extent possible.
- iii. Approach to dealing with the source of pollution
- iv. The degree to which the pollution from the source needs to be controlled
- v. The agency to which the responsibility to prepare the project report of the scheme and subsequently implement has been allocated.
  - Implementing agency
  - ULB
  - Agency other than the above two
- vi. The details of the scheme including the system and its components proposed to be installed
- vii. If the scheme is eligible for funding by NRCD. the kind of Scheme to which it belongs
  - Sewerage schemes
  - Non sewerage schemes
  - Other schemes
- viii. If the scheme is not eligible for funding, the potential agency that may fund the project
- ix. The impact the implementation of the scheme is likely to make on the river water quality i.e., the improvement expected from the implementation of each scheme.
- x. Broad cost of the scheme

**Note:** Guidelines on preparing DPRs on various sources of pollution are contained in various chapters of these guidelines. For preparing the details of schemes to be provided in the city sanitation plan, to the extent possible, based on available data, the needed details should be worked out.

#### **3.5 ABSTRACT OF SCHEMES**

An abstract of schemes included in the CSP should be presented in the following tables.

## Table 3.1 Schemes within the area of responsibility of government or public agencies

| Name of Scheme                 | Implementing Agency               | Likely Funding |
|--------------------------------|-----------------------------------|----------------|
|                                |                                   | Agency         |
| Interception and diversion of  | PHED or any other agency          | NRCD           |
| waste water                    | implementing such projects in the |                |
|                                | State                             |                |
| Sewage treatment               | Do                                | NRCD           |
| Community toilet complexes     | ULB                               | NRCD           |
| Crematoria                     | ULB                               | NRCD           |
| Municipal solid waste directly | ULB                               | NRCD           |
| polluting river water          |                                   |                |
| Other municipal solid waste    | ULB                               | MOUD           |
| management                     |                                   |                |
| Dairies                        | ULB                               | MOUD and       |
|                                |                                   | MNRE (energy   |
|                                |                                   | generation)    |
| Other non-point sources e.g.,  | ULB                               | MOUD           |
| washing                        |                                   |                |
| vehicles, dhobi ghats etc      |                                   |                |
| River front development        | Irrigation/water resources        | NRCD           |

#### Table 3.2 pollution that needs to be curbed through regulation and development

| Type of pollution   | <b>Regulating Agency</b> | Development Work                                |
|---------------------|--------------------------|---|
| Industrial effluent | SPCB                     | Common effluent treatment plants                |
| Industrial solid    | SPCB                     | Encourage them to create disposal facility      |
| waste               |                          |   |
| Bio-medical waste   | SPCB                     | Promote establishment of facility to dispose of |
|                     |                          | bio-medical waste                               |
| Open defecation     | ULB                      | Establish community toilet complexes            |
| Dairy waste         | ULB                      | Promote establishment of dairies at proper      |
|                     |                          | locations with facility to generate energy and  |
|                     |                          | compost   |
| Washing vehicles,   | ULB                      | Create alternative facilities                   |
| dhobi ghats etc     |                          |   |

#### 3.6 APPROVAL OF CITY SANITATION PLAN

The PMU in the district or the concerned city should submit the CSP to the SPMU who will forward it to the NRCD. This plan, as approved, should form the basis of preparation of feasibility report of sewerage schemes and the DPRs of non sewerage and other schemes.

### CHAPTER 4

#### PREPARATION OF FEASIBILITY REPORT OF SEWERAGE SCHEMES

**4.1** It has already been stated in chapter 1 that for non sewerage schemes, feasibility reports (fr) are not required and the DPRs may be prepared after the CSP has been approved. For sewerage schemes, feasibility reports need to be prepared for which the guidelines are given below.

#### 4.2 OBJECTIVES OF FEASIBILITY REPORT (FR)

The objective of preparing a feasibility report is to identify, from amongst a number of feasible options, sewerage scheme of a project whose implementation will reduce pollution of the river and improve its water quality to the desired level. More specifically, the feasibility report will help to achieve the following objectives:

- i. Identify all point sources of pollution of the river in a city
- ii. Assess how the pollution of the river affects the stakeholders. .
- Work out details of all feasible alternative systems to address the issue of pollution and achieve the objective of improvement of river water quality. The alternatives are worked out to the level of detail that enables the comparative evaluation of alternatives and identification of the optimal system.
- iv. FR would facilitate to prepare a workable or implementable plan.
- v. All possible hindrances such as from public resistance, siting of major industries, environment and social concerns may be eliminated through option analysis at FR stage.

#### 4.3 DEVELOPING OPTIONS FOR SEWERAGE SCHEMES

The approach should be based on centralised as well as decentralised collection and treatment of sewage.

#### 4.3.1 Utilising an existing system

In drainage areas and districts where there is an existing system of waste water management, which appears capable of being repaired, refurbished, upgraded and modernised, the feasibility of augmenting to a degree that the waste water satisfies the prescribed standards by the time it reaches the river should be examined. Every component of the system should be evaluated as to its designed performance, present performance, designed capacity and present capacity and useful life left. If it is found that the system can be brought to a satisfactory state and will be sustainable, items of work that are needed should be identified and details worked out and costs estimated.

#### 4.3.2 Covering the Area with Sewer Network

Under this system the drainage district is covered with sewers and every house is connected to the sewers.

i. Centralised System

The wastewater is conveyed to a centralised STP from where it could be suitably disposed of into the river or used for irrigation, or, locating the STP further away where land is available at cheaper rates and cheaper technology can be adopted ii. Decentralised System

Waste water of each sewerage district is carried in sewers or in drains or partly in sewers and partly in drains to a treatment plant designed for that district which constitutes a decentralised treatment system. In the decentralised approach, the Sewerage District could be small envisaging collection, treatment and disposal of wastewater in the neighbourhood itself involving smaller quantity of wastewater.

A decentralised system could result in drastically curtailing the length and diameters of trunk sewers, in reduction of depth at which the sewers should be laid and in reducing the number of places where IPS should be installed. This may reduce the capital cost.

#### 4.3.3 Using Open Drains in Areas Having Septic Tanks

Some Drainage Areas may have septic tanks. The effluent from the septic tank is partially treated and could satisfy conditions for being permitted to flow in open drains. Further conveyance and treatment is open to options as below:

- i. It can be allowed to flow from open street drains to storm water drains. Before drains join the river, the waste water can be taken to a STP for being treated.
- ii. A network of sewers is laid so that effluent from septic tanks and other waste water is carried in them to a STP for treatment.
- iii. For drainage areas that do not have septic tanks, sewers will need to be laid and houses connected to carry wastewater through a hierarchy of drains to a STP. It has then to be handled as discussed above.
- **4.3.4** The status of wastewater management system in the city may be presented in the following table. Where necessary a note stating the status of the component, its performance against the designed performance and whether it should be repaired, refurbished or modernised, should be appended.

| Sewage<br>Districts | Drainage<br>Area<br>Name and              | Sewerage<br>covered w<br>and | e Districts<br>vith sewers<br>STP | Sewerage<br>C<br>With Se | e Districts Not<br>overed<br>wer and STP           | Remarks |
|---------------------|---|------------------------------|-----------------------------------|--------------------------|--|---------|
|                     | number<br>of drains<br>in the<br>district | State of<br>Sewers           | State of<br>STP                   | Septic<br>Tank           | Discharge of<br>waste<br>water in<br>street drains |         |
|                     |   |                              |                                   |                          |  |         |

 Table 4.1: Existing Status of Waste Water Management

#### 4.4 **DESIGN PERIODS**

Design periods for sewerage mains and STPs have been often debated due to cost considerations. Keeping in view the resource constraints and optimum utilisation of assets, a modular approach may be followed for these facilities.

The year of expected commissioning of the project shall be taken as the base year for design of various components of all projects. Design periods of various components may be adopted as given below:

| S.  | Component                | Design | Remarks   |
|-----|--------------------------|--------|---|
| No. |                          | Period |   |
|     |                          | (Yrs)  |   |
| 1   | Land acquisition         | 30     | Land will be required to add STP modules        |
|     |                          |        | later. Accordingly, land should be acquired     |
| 2   | Sewerage Network         | 30     |   |
| 3   | Pumping Stations - civil | 30     | Cost of civil works is economical for full      |
|     | works                    |        | design period.                                  |
| 4   | Pumps & Machineries      | 15     | Considering modular approach                    |
| 5   | STP                      | 10     | Construction may be done with a modular         |
|     |                          |        | approach in a phased manner as the              |
|     |                          |        | population grows.                               |
| 6   | Rising mains             | 30     | In case of low velocities, dual rising mains to |
|     |                          |        | be examined                                     |
| 7   | Effluent disposal &      | 30     | Provision of design capacities in the initial   |
|     | Utilities                |        | stages itself is economical                     |

**Table 4.2: Design Periods** 

#### 4.5 FUTURE POPULATION

#### 4.5.1 Design Population

Correct and realistic projections of population for design of various components must be done to optimise costs. Floating population in respect of cities having cultural, tourism or religious importance may be considered judiciously.

#### 4.5.2 **Population Projections**

For each sewerage district, population should be collected from census records for the years 1971, 1981, 1991, 2001, 2011. In case ULBs are established after 1971, respective rural population of the geographical boundary of the ULB should be considered for this purpose.

The base year shall be taken as year of completion of the project. Population projections for the base, after 10 years, mid and design years shall be made considering the past decadal growths using different recognized methods such as:

- as:
- (i) Arithmetical increase method
- (ii) Incremental increase method
- (iii) Geometrical increase method
- (iv) Simple graphical projection method
- (v) Semi-Log graphical method
- (vi) Ratio method
- (vii) Land use and future density method This shall also be carried out at micro level for individual wards depending upon the growth potential of individual wards in consultation with local body, development authority (if any) and city country planning department.

Future population, which appears to be more realistic and acceptable, shall be adopted giving proper justification for the same.

#### 4.6 SEWERAGE MASTER PLANNING / SEWERAGE DISTRICTS

Master plan of the city shall be prepared for sewerage, if not prepared earlier. Considering the topography and geographical features, ridge lines, alignment of drains, railway tracks, major roads, national highways, encroachments, and quickerconstruction and commissioning of works and availability of land for SPS and STP etc., the whole city shall be divided into a number of sewerage districts. Attempt should be made to avoid long sewers, as sewers will not be required to be laid at large depths and also intermediate pumping stations would be avoided or reduced. To the extent possible, pumping should be avoided. This may entail a larger number of small STPs as against large STPs but fewer in number.

The design of works in these districts shall be carried out in an integrated manner taking into consideration the most optimum options from technoeconomic perspective with respect to interception of waste water, alignment of sewers, sewage pumping stations and sewage treatment plants etc. Topography of the area, gradient, obstructions, etc. shall be taken into account while planning the interception and diversion of waste water of the contributory areas.

#### 4.7 RATE OF WATER SUPPLY

According to the guidelines of Government of India, which are applicable all over the country, following water supply rates are to be adopted.

| S.  | Classification of cities                            | Recommended Maximum        |
|-----|---|----------------------------|
| No. |   | Water Supply Levels (lpcd) |
| 1   | Cities provided with piped water supply but without | 70                         |
|     | sewerage system                                     |                            |
| 2   | Cities provided with piped water supply where       | 135                        |
|     | sewerage system is existing/ contemplated           |                            |
| 3   | Metropolitan and Mega cities provided with piped    | 150                        |
|     | water supply where sewerage system is existing/     |                            |
|     | contemplated  |                            |

#### Table 4.3: Recommended Per Capita Water Supply Levels for Designing Schemes

#### NOTE:

- 1. In urban areas, where water is provided through public stand posts, 40 lpcd should be considered.
- 2. Figures exclude "unaccounted for water (UFW), which should be limited to 15%.
- 3. Figures include requirements of water for commercial, institutional and minor industries. However, bulk supply to such establishments should be assessed separately with proper justification.
- 4. However, the actual rate of supply of water should be supported with availability of water in the town.

#### 4.8 STATUS OF EXISTING WATER SUPPLY

It shall be ensured that the existing water supply or under execution, has the potential to meet the water demand of the projected design population at the rate specified in the above table. DPR shall not be approved unless assurance to this effect is received.

#### 4.9 PER CAPITA SEWAGE FLOW

The observed dry weather flow reaching the sewer system is less than that of the per capita water consumption due to loss of some water in leakage and evaporation. Generally, 80% of water supply is expected to reach the sewer system. For calculating the water consumed, the ground water extracted should also be added to the piped water supply.

#### 4.10 GROUND WATER INFILTRATION

As per guidelines laid down by GoI, suggested estimates for ground water infiltration for sewers laid below ground water table are:

#### **Table 4.4 Ground Water Infiltration**

| Infiltration | Minimum | Maximum |
|--------------|---------|---------|
| Liters/km/d  | 500     | 500     |

With improved standards of workmanship and quality and availability of various construction aids, these values should tend towards the minimum, rather than the maximum. These values should not mean any relaxation on the water tightness test requirements.

#### 4.11.1 Water Quality Standards for Rivers

#### 4.11 RIVER WATER QUALITY

Water Quality Standards for rivers as per CPCB classification of Designated Best Use criteria of rivers for bathing are as given below:

| Parameters                | Standards         |
|---------------------------|-------------------|
| pH                        | 6.5 to 8.5        |
| BOD                       | 3 (mg/l) or less  |
| DO                        | 5 mg/l or more    |
| Fecal coliform Desireable | 500 (MPN/100 ml)  |
| Maxm. permissible         | 2500 (MPN/100 ml) |

#### **Table 4.5 Water Quality Standards for Rivers**

#### 4.11.2 Actual Water Quality of the River

Chemical quality of water of river u/s and d/s of the city, as monitored during investigations, shall be commented upon and tabulated as given below: Name of Monitoring Agency: Date of monitoring:

Place of monitoring

| Parameters     | U/S of city | D/S of city |
|----------------|-------------|-------------|
| pН             |             |             |
| BOD (mg/l)     |             |             |
| DO (mg/l)      |             |             |
| Fecal coliform |             |             |

#### Table 4.6 Actual Water Quality of the River

Comments on river water quality on the basis of the above shall be given.

#### 4.11.3 Provisions for River Ganga

River Ganga has been given the status of the National River and the National River Ganga River Basin Authority (NGRBA) has been set up. The NGRBA is an empowered planning, financing, monitoring and coordinating authority for the River Ganga for effective abatement of pollution and conservation of River Ganga in keeping with sustainable development needs.

A River Ganga Basin Management Plan is being developed involving exhaustive studies in the entire basin. Works in the River Ganga basin will need to be taken up in accordance with those proposed in the management plan.

However, in the meanwhile, effluent standards have been made more stringent, for critical stretches of River Ganga, by the Ministry of Environment, Government of India on 3.2.2010 as in the table given below (Copy of OM dt. 3.2.10 attached as Annexure 3)

## Table 4.7: Effluent Standards prescribed by NRCD, Ministry of Environment,Government of India:

| Parameters | Units   | Effluent Standards for discharge into water bodies |  | Effluent Standards for<br>discharge on land |
|------------|---------|--|--|---|
|            |         | Existing Standards                                 | Standards<br>revised on<br>3.2.10<br>(Annexure<br>3) |   |
| pН         |         | 5.5-9.0  |  |   |
| BOD        | mg/l    | 30   | *20  | 100   |
| TSS        | mg/l    | 50   | *30  | 200   |
| Fecal      | MPN/100 | Desirable- 1,000                                   |  | Desirable-1,000                             |
| coliforms  | ml      | Permissible-10,000                                 |  | Permissible-10,000                          |

\*or lower depending on the assimilative capacity of the effluent receiving water body

#### 4.12 **Provisions for River Ganga**

For sewers, a 30-year design perspective is proposed. Actual flows measured through field investigations should be projected for this period. Similarly, for STPs and pumping stations, flows should be projected taking into consideration the population of the respective design period. The figure arrived at, following the method given in paragraph 6.7, should be adopted if there is discrepancy between the two projections.

#### 4.13 SEWAGE TREATMENT PLANTS

#### 4.13.1 Technology

In the NRCD document "Compendium of Sewage Treatment Technologies" published in 2009, (http://moef.nic.in/modules/recent-initiatives/NGRBA/ Final% 20 Compendium.pdf) technologies have been evaluated on basis of

- i. Performance,
- ii. Energy requirement,
- iii. Resource requirements and associated costs,
- iv. Land requirements.
- v. Annualised cost has also been worked out.

This compendium may also be referred for selection of an appropriate sewage treatment technology. It implies that depending on the desired water quality of the effluent of the STP, land requirement, availability of electricity and funds available, the technology that appears feasible should be selected using the matrix given in Compendium of Technologies. New technologies like 'In Situ Sewage Treatment through Bioremediation' not covered in the compendium may also be examined.

#### 4.13.2 Options for locating STPs

- (i) The following options have to be generally considered for locating STPs:
  - (a) One, with a decentralised approach, which would envisage collection, treatment and disposal of wastewater in the neighborhood itself.
  - (b) The second option involves conveying the collected wastewater to a centralised STP from where it could be suitably disposed of into the river or used for irrigation.
  - (c) Locating the STP further away where land at lower rates is available and inexpensive technology can be adopted
- (ii) All options have to be analysed in the right perspective taking into consideration capital and recurring costs and views of stakeholders. Proper justification should be presented in the DPR for the selected option.

#### 4.14 WORKING OUT LAND REQUIREMENT

Sewers are laid on the road side on publicly owned land. Hence no land is required to be acquired for sewers. However, land is required for Intermediate Pumping Stations and Sewage Treatment Plants. In the above referred Compendium, the land required for treatment plants has been given. It should be used to estimate the land required for STPs. For new technologies not covered in the compendium, estimate for the land required may be based on STPs actually constructed. Land required for IPS should also be worked out.

#### 4.15 RESOURCE RECOVERY

Water is scarce. To the extent possible after use it should be reused or recycled to the extent it is feasible. If it is not feasible other methods of resource recovery are

- i. Sale of sludge as manure
- ii. Sale of treated water for irrigation, horticulture
- iii. Pisciculture etc
- iv. Generation of electricity
- v. Carbon credit

#### **SELECTION OF BEST OPTION**

The best option is to be selected as per component wise details of various feasible options.

#### 4.17 COST ESTIMATES

At the stage of preparing feasibility report, detailed designing may not be possible for want of relevant data. Quotations for supply of bought out items such as STP, pumps and motors, sewer pipes should be obtained from reputed suppliers. The cost of other items as are on the schedule of rates of the concerned works department of the state should be used to work out cost.

Sewage pumping and treatment need uninterrupted electricity supply. Therefore, average duration of supply of electricity should be ascertained so that the number of hours during which the DG set will need to be operated can be known.

#### 4.18 LIFE CYCLE COST

The most cost effective and feasible option may be selected through their life cycle cost analysis. The cost components that should be included are the following:

a) Capital (One time cost)

- i. Land
- ii. Cost of various components of the system.
- b) Recurring (Annual)
  - i. Energy (electricity & diesel )
  - ii. Manpower cost in operation and maintenance
  - iii. Consumables
  - iv. Repair and maintenance
  - v. Resource recovery (negative cost.)

#### 4.19 FACTORS IN SELECTION OF SYSTEM OF WASTE WATER MANAGEMENT

Factors which affect the selection of system are given below:

- i. Feasibility of utilising an existing wastewater management system with necessary repairs, renovation, up gradation and modernisation.
- ii. Where new systems are to be established, availability of land is a critical factor. In a district if suitable land of the required size is not available for installing STP, waste water must be carried to a place where land for the STP is available.
- iii. Availability of electricity. It is crucial as a centralised system usually involves a long interception sewer necessitating laying of sewers at considerable depth and installation of intermediate pumping stations.

These require power and since in most states there is shortage of power, standby arrangements in the form of DG sets have to be provided for. Thus centralised system involves high capital cost and high O&M cost.

- iv. There are pros and cons of centralised and decentralised systems. They should be carefully analysed and compared. Life cycle costs of different systems should be compared.
- v. The capacity of the ULB financial, material, human resource related to implement, operate and maintain and manage the pollution abatement
- vi. The ability and willingness of the people to meet their obligations to sustain the system etc.
- vii. Over the life cycle of the system, the net present value of annual costs should be worked out of systems that are considered feasible and on that basis the system found to cost the least should be selected.

Based on the above factors the most suitable system may be selected.

#### 4.20 PREPARING DRAWINGS

Drawings of works proposed should be incorporated in the feasibility report.

### CHAPTER 5

### DETAILED PROJECT REPORTS OF SEWERAGE SCHEMES

#### 5.1 GENERAL

The Feasibility Report would have selected the most suitable system for pollution abatement. Design of the selected system and its components should be done following these guidelines.

NGRBA guidelines provide for the River Ganga basin, that apart from conveying sewers, pumping stations and STPs, these items should also be included in projects in unsewered areas to make the city fully sewered. Under NRCP also, branch and lateral sewers and house connections up to the property land are to be proposed to ensure comprehensive coverage.

DPR shall be prepared on the basis of detailed survey, investigation & engineering design.

Designs of all these facilities should be based on standard procedures laid down in CPHEEO manual (http://urbanindia.nic.in/publicinfo/manual.htm). In the event of absence of guideline in the manual on a particular aspect, BIS codes, standard books, state / CPWD manuals may be followed

Selection of pipe materials like GRP / DI etc shall be as per site conditions. Basis for selection of gravity sewer/rising main shall be provided in the DPR. Existing sewerage works should be dovetailed with the proposed scheme.

Provision of dedicated feeders for SPS and STPs is essential to ensure round the clock operation. The DPR should contain details of such feeders like length of the cable from the power source, specifications of transformers and estimated cost. NRCD would not consider funding proposals which do not comply with this requirement.

#### 5.2 Improving an Existing System

If a decision is taken to improve an existing system of waste water management by repairing, refurbishing, upgrading and/or modernizing, the items of work that are needed should be identified and the details worked out and costs estimated.

#### 5.3 Design Parameters Covered in Chapter on Feasibility Report

Details of the following items have been given in Chapter on "Preparation of Feasibility Report of Sewerage Schemes" and, therefore, are not being repeated here:

i. Design Periods
ii. Future Population & Population Projections
iii. Sewerage Master Planning / Zoning
iv. Rate Of Water Supply
v. Status Of Existing Water Supply
v. Status Of Existing Water Supply
vi. Per Capita Sewage Flow
vii. Ground Water Infiltration
viii. River Water Quality
a) Water Quality Standards For Rivers
b) Actual Water Quality Of The River

#### 5.4 QUANTITY OF WASTE WATER

For sewers, a 30-year design perspective is proposed. Actual flows measured through field investigations should be projected for this period. Similarly for STPs and pumping stations, flows should be projected taking into consideration population of the respective design period. The figure arrived at, following the method given in paragraph 4.9, should be adopted if there is discrepancy between the two projections.

There should be permanent arrangement for measuring discharge in drains.

#### 5.5 SEWAGE QUALITY FOR STP DESIGN

Past experience indicates that normative values of parameters like BOD and SS have been taken for influent sewage despite actual quality characteristics having been established through field investigations. Such considerations result in over design of STPs with higher cost implications. This must be avoided and actual influent quality with an appropriate mark up only be considered for design purposes. For adopting BOD levels above 150 mg/l, proper justification must be provided.

Parameters for the quality of wastewater (Values of BOD and SS) shall be adopted on the basis of actual quality of wastewater incoming at STPs / sewage pumping stations under O & M in the town / other towns in the vicinity, under similar situation. Such laboratory reports shall form part of DPR.

#### 5.6 SEWERS

Layouts of sewerage mains or sub-mains should be prepared maintaining minimum depths and shortest flow distances with laterals proposed in the DPRs. Gravity flows must be preferred over pumping mains as far as possible to minimize pumping costs.

- a) Sewers shall be designed crown meeting crown. Drops shall be avoided at junction points.
- b) The plans should show basic details such as GLs, contours, major drains, their points of outfall, diameter and invert levels of sewers provided, especially at junction points.
- c) Layout of trunk sewer should be properly highlighted and be shown bold on the plans and the design chart.
- d) Type of subsoil strata up to sewer invert level, subsoil water table data and type of road surface over the proposed sewer alignments shall be mentioned in the L-section of the proposed sewer.
- e) Wherever it is not possible to generate self-cleansing velocity, flushing of sewer lines should be carried out at regular intervals. The requirement and number of flushing vans available with the O&M agency may be reviewed and provision for the same, if required, may be made in the estimate to be submitted.
- f) Suitable bedding should be provided below sewers to safeguard them against possible settlement, as per the guide lines suggested in the Manual on Sewerage & Sewage Treatment of CPHEEO.
- g) Soil investigation and test bores should be carried out at suitable intervals along the alignment of sewers to ascertain the type of soil at different depths and behaviour of the ground water table and bearing capacity of the soil. The design of bedding may be done based on actual ground conditions.

- h) Minimum depth of buried sewer shall be designed considering future rolling / point loads on city roads.
- i) Where sewers are proposed to be laid below sub-soil water table, justification for the same and the precautionary measures to be taken during laying of sewers shall be mentioned in the DPR.
- j) In case proposed sewer/rising main is crossing railway line/Highway and their bridges, copies of their permission and estimates for the same shall be annexed with the DPR.
- k) A plan of action for giving sewer connections year wise during the implementation period of the work shall be prepared and a suitable provision be made in the byelaws to enforce compulsory sewer connections and user charges on the beneficiaries. The DPR may be prepared to achieve 100 % house connections for the present population within the project implementation period. This is necessary to assure flows in the sewer network and optimum utilisation of STP capacity.
- 1) Provision may be made in the DPR for house connections from the property lines up to the sewers including cutting and reinstatement of roads. This will also eliminate cutting of roads from time to time.
- m) Suitable sewage cess / tariff / tax and sewer connection fee may be imposed on the beneficiaries to recover at least the O&M cost of the project to start with. However, full cost recovery at the earliest should be aimed at. ULBs may consider suitable incentive programs to encourage people to opt for sewer connection, e.g. property tax rebate for 'one-time' sewer connection by individuals. Besides, non-willing households, particularly having septic tank facilities may be penalized for discharging septic tank effluents in open drains / not constructing soak pit at prescribed distance from water source, water supply pipelines etc
- n) Design criteria as stipulated in CPHEEO Manual (http://urbanindia.nic.in/publicinfo/manual.htm) may be followed.

#### 5.7 SEWAGE PUMPING STATIONS

Design of pumping stations should take into consideration the lean, average and peak flows. Pumping configuration should be appropriate for effective pumping of sewage in any of these flow conditions.

Submersible sewage pumps are now available and being extensively used, which are more economic in terms of both capital and running cost besides being operation friendly.

The following configuration of sewage pumps may be adopted:

| Length of Rising Main          | Pumps               | No. of Pumps               |
|--------------------------------|---------------------|----------------------------|
| Where rising main is long and  | Peak Flow/2 pumps   | 3 nos. (including 1        |
| where head losses are the      |                     | standby) 2 nos. (including |
| dominant factor                | Non Peak Flow pumps | 1 standby)                 |
| Where rising main is short and | Peak Flow/4 pumps 6 | 6 nos.                     |
| static head is dominant        | nos.                | (including 2 standby)      |

#### Table 5.1: Configuration of Sewage Pumps

Accordingly size of the sump may be configured.

- **5.7.1** Hydraulic retention time shall be taken as 3.75 minutes of design peak flow for design of sump. Pump should be designed on self priming mode.
- **5.7.2** Size of sump of the pumping station shall be checked with the pump manufacturer for adequacy and so mentioned in the DPR.
- **5.7.3** Provision of control and panel room shall be made in the DPR as per specifications of the State Electricity Board.
- **5.7.4** To ensure constant running of pumping stations, diesel operated generating sets may be proposed at each pumping station, if dedicated feeder line is not available.

#### 5.8 **RISING MAINS**

- **5.8.1** Most economical size of rising main is to be determined by comparing the capitalized cost of different pipe sizes. However, size of pipe selected should be such that self-cleansing velocity is attained at least during peak hours.
- **5.8.2** Surge/water hammer analysis shall be calculated and made a part of the DPR.
- **5.8.3** Design of thrust/anchor blocks shall be done and made a part of the DPR.
- **5.8.4** Suitable provision of rising main accessories, wherever needed, such as thrust blocks, anchor blocks, expansion joints, scour/drain valves, air/vacuum release valves and surge protection devices shall be made in the DPR.

#### 5.9 SEWAGE TREATMENT PLANT (S) (STP)

#### 5.9.1 Technology

The choice of technology option for sewage treatment is of great importance. The NRCD has published in 2009, "Compendium on Sewage Treatment Technologies". Among other things (http://moef.nic.in/modules/recentinitiatives/NGRBA/ Final% 20 Compendiu m.pdf), this document throws light on performance levels and O&M costs of various technologies being tried out presently by various authorities. New technologies like 'In Situ Sewage Treatment through Bioremediation' not covered in the compendium may also be examined.

Techno-economic evaluation should be carried out through life cycle cost analysis of these options. This analysis should include capitalized costs, less revenue from resource recovery, recycling, by-product utilization etc. Ease of O & M, time required to construct and for achieving the desired objectives and costs of mitigation of any adverse environmental impacts must be considered on the costs assigned for the alternatives. Best option arrived from the LCC analysis should be selected and details should be presented in the DPR.

#### 5.9.2 Discharge of treated effluent

STP projects are to be formulated taking in to account recycling / reuse of effluent for irrigation, industrial purposes etc. The option of discharging the STP effluent into the river should also be considered.

All key parameters should be explained with detailed justification in the DPR.

#### 5.9.3 Options for locating STPs

- (i) The following options have to be generally considered for locating STPs:
  - (a) One, with a decentralised approach, which would envisage collection, treatment and disposal of wastewater in the neighborhood itself.
  - (b) The second option involves conveying the collected wastewater to a centralised STP from where it could be suitably disposed of into the river or used for irrigation.
  - (c) Locating the STP further away where land at lower rates is available and inexpensive technology can be adopted
- (ii) All options have to be analysed in the right perspective taking into consideration capital and recurring costs and views of stakeholders. Proper justification should be presented in the DPR for the selected option.
- (iii) The proposed sites should be marked on the map.
- (iv) The notification dated 14th September 2006 of MoEF makes EIA mandatory for new township projects of certain categories. This provision must be complied with for new colonies under advice of NRCD.

Also, it should be ensured that land would be acquired within a reasonable time.

#### 5.10 RESISTANCE FROM HOUSE OWNERS

A problem that is likely to be faced in respect of branch/lateral sewers is the resistance from house owners who already have septic tanks and may not be inclined to make fresh investment for house connections. Public resistance is also likely in respect of sewerage routes and STP locations. All these issues need to be addressed through public education, awareness and participation at the required stage of the project. To encourage house owners to take house connections, the ULB may consider offering beneficiary-friendly payment terms and onetime incentive, as prescribed in clause 5.6 (i).

#### 5.11 DEDICATED FEEDERS AND GENERATORS

Availability of uninterrupted power for continuous operation of pumping stations and STPs needs to be ensured. Diesel generation sets have not helped the situation due to high cost of operation. Provision of dedicated feeders for PSs and STPs is essential to meet programme objectives. DPR should contain details of such feeders like the length of the cable from the source of power, specifications of transformers, and estimated cost. However, capacity is to be determined on the basis of requirement.

#### 5.12 OBJECTIVES, PERFORMANCE PARAMETERS AND RISK FACTORS

The objectives and outcome of the project, in terms of abatement of pollution of the river and improvement of water quality and of environment improvement, should be clearly spelt. There should be performance parameters of the system as a whole and of each component so that the effectiveness can be monitored and evaluated.

#### 5.13 **PERFORMANCE PARAMETERS**

There should be performance parameters of each project component i.e., primary, secondary and tertiary treatment and the system as a whole so that the effectiveness can be monitored and evaluated.

Sub-system alternatives for major components such as sewage and MSW should include the alternatives of centralised systems and decentralised systems.

Since the systems consisting of sewers involving pumping stations, and STPs are complex and are energy and capital intensive, the guidelines may be followed for designing the components of the system.

#### 5.14 COST ESTIMATES

Based on survey and investigation, data collection and design criteria, detailed estimates may be prepared, under the following subheads: (CW Stands for Civil Works) (EM Stands for Electrical and Mechanical Works)

#### Table 5.2: Cost Estimates of Land Acquisition for Sewerage Schemes

| S.  | Items   | Amount,        | Annexure | Total |
|-----|---|----------------|----------|-------|
| No. |   | <b>Rs lacs</b> |          |       |
|     |   | CW             | EM       |       |
| 1   | 2   | 3              | 4        | 5     |
| 1   | Estimate of cost of land acquisition<br>for construction of STPs including<br>approach road |                |          |       |
| 2   | Estimate of cost of land acquisition<br>for construction of MPS including<br>approach road  |                |          |       |
| 3   | Estimate of cost of land acquisition<br>for construction of IPS including<br>approach road  |                |          |       |
| 4   | Estimate of cost of land acquisition for laying of sewer lines                              |                |          |       |
| 5   | Estimate of cost of land acquisition for laying of rising mains                             |                |          |       |
| 6   | Estimate of cost of land acquisition<br>for construction of effluent channels<br>of STPs    |                |          |       |
| 7   | Estimate of cost of land acquisition for other miscellaneous purposes                       |                |          |       |
|     | Grand Total   |                |          |       |

### Table 5.3: Estimate of Cost of Sewerage Works – District Wise (Including Sewers, Rising Mains, IPS, MPS & STPs)

| S.  | Items   |    | s lacs |       |
|-----|---|----|--------|-------|
| No. |   |    | Annexu | re    |
|     | -   | CW | EM     | Total |
| 1   | 2   | 3  | 4      | 5     |
|     | Estimate of cost for sewer lines, sewage                                |    |        |       |
|     | pumping stations and sewage treatment                                   |    |        |       |
|     | <b>plants</b><br>Estimate of cost for sewer lines                       |    |        |       |
|     | Estimate of cost of MPS   |    |        |       |
|     | Estimate of cost of IDSa  |    |        |       |
|     | Estimate of cost of rising main of MDS                                  |    |        |       |
|     | Estimate of cost of fising main of MPS                                  |    |        |       |
|     | Estimate of cost of hsing main of IPS                                   |    |        |       |
|     | Estimate of cost of Renovation and<br>Poplacement of Servers & Manholes |    |        |       |
|     | Estimate of cost of Renovation and                                      |    |        |       |
|     | Replacement of Sewers & Manholes  |    |        |       |
|     | Estimate of cost of STP (mld)   |    |        |       |
|     | Estimate of cost of renovation / upgradation                            |    |        |       |
|     | of existing STP (mld)   |    |        |       |
|     | Grand Total   |    |        |       |
|     | Details of measurements   |    |        |       |
|     | Sewers  |    |        |       |
|     | Details of earth work, Timbering, Road                                  |    |        |       |
|     | Cutting & Reinstatement of Roads in sewer                               |    |        |       |
|     | work etc.   |    |        |       |
|     | Details of average depth of sewers &                                    |    |        |       |
|     | Excavation in sewer work  |    |        |       |
|     | Details of length of sewers at different                                |    |        |       |
|     | Details of length of sewers under sub soil                              |    |        |       |
|     | water   |    |        |       |
|     | Details of Bedding in sewer work  |    |        |       |
|     | Details of different types of Manholes and                              |    |        |       |
|     | Sewer Connecting Chambers   |    |        |       |
|     | Other items   |    |        |       |
|     | Sewage Pumping Stations   |    |        |       |
|     | IPS   |    |        |       |
|     | MPS   |    |        |       |
|     | Sewage Treatment Plants   |    |        |       |
|     | STP at  |    |        |       |
|     | Rising Mains  |    |        |       |
|     | For MPS at  |    |        |       |
|     | For IPS at  |    |        |       |
|     | Other items, if any   |    |        |       |
|     | · · ·   |    |        |       |

| <b>S.</b> | Items   |   |    | Cost Rs | . Lacs |
|-----------|---|---|----|---------|--------|
| No.       |   |   | CW | EM      | Total  |
| 1         | 2   | 3 | 4  | 5       | 6      |
|           | Sewer lines of diamm tomm,<br>including cutting of roads, temporary<br>reinstatement of roads |   |    |         |        |
|           | Manholes, sewer connecting chambers etc   |   |    |         |        |
|           | Permanent reinstatement of roads  |   |    |         |        |
|           | Shifting of telephone, electric & other cables/lines,   |   |    |         |        |
|           | Shifting and reinstatement of house water supply and sewer connections                        |   |    |         |        |
|           | Crossing of railway tracks etc  |   |    |         |        |
|           | Other miscellaneous works (mention)   |   |    |         |        |

Table 5.4 Estimate of Cost of Sewer Lines in Zone ---

## Table 5.5: Estimate of Cost of MPS / IPS

| S.  | Items                                     | Qty. |    | Cost Rs. Lacs |       |  |  |
|-----|---|------|----|---------------|-------|--|--|
| No. |   |      | CW | EM            | Total |  |  |
| 1   | 2   | 3    | 4  | 5             | 6     |  |  |
|     | MPS / IPS                                 |      |    |               |       |  |  |
|     | Rising mains of MPS/IPS (dia/length/type) |      |    |               |       |  |  |
|     | Diesel generators                         |      |    |               |       |  |  |
|     | Fire fighting equipments                  |      |    |               |       |  |  |
|     | Special T&P, spares etc.                  |      |    |               |       |  |  |
|     | Boundary wall, Steel gate etc. around the |      |    |               |       |  |  |
|     | campus                                    |      |    |               |       |  |  |
|     | Electrification within campus             |      |    |               |       |  |  |
|     | Roads, drainage and culverts etc within   |      |    |               |       |  |  |
|     | campus                                    |      |    |               |       |  |  |
|     | Water Supply arrangement within campus    |      |    |               |       |  |  |
|     | Plantation and Development of campus      |      |    |               |       |  |  |
|     | Other items                               |      |    |               |       |  |  |
|     | Grand Total                               |      |    |               |       |  |  |

Note: Separate table be prepared for each MPS/IPS

#### **Table 5.6 Details of Sewage Pumping Stations**

| S. No. | Location of MPS/IPS | Size | Depth of floor BGL, m | Avg. Design<br>discharge, mld |
|--------|---------------------|------|-----------------------|-------------------------------|
|        |                     |      |                       |                               |
|        |                     |      |                       |                               |

### Table 5.7: Details of Pumping Plants

| S.<br>No. | Location of MPS/IPS | No. of<br>pumps | Type of<br>pumps | Head*BHP<br>of each | Other<br>details |
|-----------|---------------------|-----------------|------------------|---------------------|------------------|
|           |                     |                 |                  |                     |                  |
|           |                     |                 |                  |                     |                  |

#### Table 5.8: Details of Generators

| S.<br>No. | Location of<br>MPS/IPS | No. of<br>Generators | Generator capacity<br>in KVA | Other<br>details |
|-----------|------------------------|----------------------|------------------------------|------------------|
|           |                        |                      |                              |                  |
|           |                        |                      |                              |                  |
|           | Grand Total            |                      |                              |                  |

#### Table 5.9: Estimate of Cost of Sewage Treatment Plant at -----

| S.  | Items  | Qty. | Cost Rs. Lacs |    |       |
|-----|--|------|---------------|----|-------|
| No. |  |      | CW            | EM | Total |
| 1   | 2  | 3    | 4             | 5  | 6     |
|     | STP (mld)                                      |      |               |    |       |
|     | Rising main from STP to carry treated effluent |      |               |    |       |
|     | (dia/length/type)                              |      |               |    |       |
|     | Channel to carry treated effluent              |      |               |    |       |
|     | Laboratory cum office building                 |      |               |    |       |
|     | Staff quarters for STP                         |      |               |    |       |
|     | Office Furniture                               |      |               |    |       |
|     | Lab Equipment,                                 |      |               |    |       |
|     | Fire fighting equipment                        |      |               |    |       |
|     | Special T&P                                    |      |               |    |       |
|     | Boundary wall, Steel gate etc. around STP      |      |               |    |       |
|     | Flectrification within STP / MPS campus        |      |               |    |       |
|     | Roads drainage and culverts etc within STP /   |      |               |    |       |
|     | MPS campus                                     |      |               |    |       |
|     | Water Supply arrangement in STP / MPS          |      |               |    |       |
|     | campus   |      |               |    |       |
|     | Plantation and Development of STP / MPS        |      |               |    |       |
|     | campus   |      |               |    |       |
|     | Other items                                    |      |               |    |       |
|     | GT   |      |               |    |       |

#### Table 5.10: Estimate of cost of Laboratory cum Office Building

| Item                           | Unit | Quantity | Plinth<br>area | Rate of construction | Amount |
|--------------------------------|------|----------|----------------|----------------------|--------|
| 1                              | 2    | 3        | 4              | 5                    | 6      |
| Laboratory cum Office Building |      |          |                |                      |        |

#### Table 5.11: Estimate of Cost of Staff Quarters Required for STP ( --- ld)/MPS/ IPS

| S.  | Staff for whi  | ch staff  | Type of the   | Plinth area | Rate of       | Amount, |
|-----|----------------|-----------|---------------|-------------|---------------|---------|
| No. | qtrs are admi  | ssible as | Staff         | of          | construction, | Rs lacs |
|     | per NRCD norms |           | Quarter to be | each        | Rs. Per sqm   |         |
|     | Staff          | Nos.      | provided, as  | quarter,    |               |         |
|     |                |           | per           | as per      |               |         |
|     |                |           | NRCD norms    | NRCD        |               |         |
|     |                |           |               | norms, sqm  |               |         |
| 1   | 2              | 3         | 4             | 5           | 6             | 7       |
|     |                |           |               |             |               |         |
|     | Grand total    |           |               |             |               |         |

# Table 5.12: Detail of Rising Mains

| S.<br>No. | Location of MPS<br>/IPS / STP | Discharge<br>point | Dia, mm | Length, m | Туре | Other<br>details |
|-----------|-------------------------------|--------------------|---------|-----------|------|------------------|
|           |                               |                    |         |           |      |                  |
|           |                               |                    |         |           |      |                  |
|           | Grand Total                   |                    |         |           |      |                  |

## Table 5.13: Estimate of Cost of Land Acquisition

| S.<br>No. | Land required for        | Size of plot<br>reqd, m2 | Area<br>reqd, ha | Rate of<br>land,<br>Rs<br>lacs/hect | Amount<br>required,<br>Rs lacs | Remarks |
|-----------|--------------------------|--------------------------|------------------|-------------------------------------|--------------------------------|---------|
| 1         | 2                        | 3                        | 4                | 5                                   | 6                              | 7       |
|           | IPS at                   |                          |                  |                                     |                                |         |
|           | Approach road for        |                          |                  |                                     |                                |         |
|           | IPS                      |                          |                  |                                     |                                |         |
|           | MPS at                   |                          |                  |                                     |                                |         |
|           | Approach road for MPS    |                          |                  |                                     |                                |         |
|           | STP at                   |                          |                  |                                     |                                |         |
|           | Approach road for<br>STP |                          |                  |                                     |                                |         |
|           | Effluent channel         |                          |                  |                                     |                                |         |
|           | Sewage Farm              |                          |                  |                                     |                                |         |
|           | Channel                  |                          |                  |                                     |                                |         |
|           | Sewer lines              |                          |                  |                                     |                                |         |
|           | Rising mains             |                          |                  |                                     |                                |         |
|           | Others                   |                          |                  |                                     |                                |         |
|           | Grand Total              |                          |                  |                                     |                                |         |
|           |                          |                          |                  |                                     |                                |         |

# CHAPTER 6 OPERATION AND MAINTENANCE OF SEWERAGE SCHEMES

#### 6.1 CRITICALITY OF O&M

Operation and maintenance of assets has emerged as a major concern in the success of this programme. NRCD has decided that funds for O&M for a period of 5 years initially, would be shared in the ratio of 70:30 between the centre and the State Government. Next 10 years O & M cost should also be worked out with revenue generation plan. The O & M responsibility beyond 5th year will rest with the State Government/ ULB.

Tripartite MoA amongst MoEF, State Government and the local body is also to be signed. State governments are expected to take all necessary measures available at their control to address this problem in a sustainable manner.

It is necessary to accurately work out O&M cost. The records of O&M of assets created under GAP/NRCP may be examined carefully and updated to the current levels as well as the periods when new facilities would be ready for operation. Cost of electricity is the major component of O&M accounting singly for 65-70%. These as well as other components like manpower, consumables, etc. should be calculated on a realistic basis to arrive at the total annual cost to operate an asset. Continuous availability of electricity for both STPs and PSs must be ensured on round the clock basis by the implementing agency.

Preventive maintenance or repairs needed after a few years' initial operations are often lost sight of. This is an important element of overall O&M cost and must be provided for appropriately.

The DPR must clearly reflect the total component-wise funds needed for O&M and how and wherefrom these would be provided.

If the O&M is done departmentally, there will be requirement of staff. Annexure -7

- (i) Norms of staff fora. Pumping stationsb. Sewage treatment plants
- (ii) Norms of covered areas for different categories of residential accommodation (Area as per CPWD norms).
- (iii) Guide Lines for Staff Quarters

Given the provision of 5 years O&M expenditure in the project cost, outsourcing of O&M for this period to the contractor who supplied the plant would seem to be obvious. The contractor must be asked to offer performance guarantees through proper O&M to achieve the outcomes.

As part of capacity building programme, operation and maintenance manuals have to be made available to the ULB's staff by the DBO contractor.

#### 6.2 **RESOURCE RECOVERY AND REVENUE GENERATION**

With little additional and dedicated efforts, sewage treatment could be converted into a resource generation activity to partly meet the O&M costs. Treated sewage and sludge are both rich in nutrients and, therefore, can be suitably marketed as biological manure. With the increasing health consciousness, people prefer to eat food grown with such manure. It is, therefore, necessary to exploit this potential to the extent possible as a source of revenue generation.

Biogas rich in methane is available from ASP based plants and much more from anaerobic treatment of sludge and also from anaerobic treatment process like UASB. It is necessary to fully exploit the potential of biogas through cogeneration of power. A well-designed treatment system may produce electricity from biogas to meet the entire in-house requirement. Anaerobic process like UASB, which is energy effective, may even produce extra power to supply to the grid after meeting the in-house requirement.

Additionally, a cogeneration project can be converted into a CDM (Clean Development Mechanism-of Kyoto Protocol) activity, which would provide additional revenue through generation and sale of CER (Certified Emission Reduction) certificates. Given the global warming potential of methane as 21 times that of CO2, a well designed CDM project could help generat considerable revenue through the sale of CERs.

Given the fact that electricity alone accounts for nearly 65% to 70% of the O&M cost, a cogeneration project with CDM benefits could help in offsetting the expenditure on this account to a large extent. Therefore, STPs proposed on treatment processes like ASP, UASB etc. may include the cogeneration component depending upon economic viability. The project team must study well operating plants in the country in this regard.

It is necessary for the local bodies to enlarge the property tax base and utilise the additional revenue so generated to meet the O&M cost. There could be several other innovative ways for local bodies to raise revenue towards O&M costs e.g. taxes from pilgrim/tourist/floating population visiting the city, undertaking plantation on municipal lands and generating revenue there from etc. The underlying need is to explore all avenues to raise matching resources for O&M to achieve sustainability. Also the ULB is required to fulfill all commitment as per tripartite MoA (Annexure 5).

#### 6.3 COST ESTIMATES FOR O&M

Various components on which expenditure is likely to be incurred are given in the following tables. Estimate of expenditure for each item may be prepared by the implementing agency.

| Table 6.1: Abstract of Annual O&M | Cost of Sewerage and Sewage | <b>Treatment Works</b> |
|-----------------------------------|-----------------------------|------------------------|
|                                   |                             | Rs In lacs             |

|            |             |          |        | KS. III Ides |
|------------|-------------|----------|--------|--------------|
| Districts  | Sewer lines | MPS, IPS | STP(s) | Total        |
| District I |             |          |        |              |
|            |             |          |        |              |
| Grand      |             |          |        |              |
| Total      |             |          |        |              |

#### Table 6.2: Cost of Annual Operation & Maintenance of Sewer Lines

#### **Rs.** in Lacs

| District    | Estimated Cost of Sewer<br>Lines | Annual Repairs of<br>Sewer Lines @ 0.25% |
|-------------|----------------------------------|--|
| Ι           |                                  |  |
|             |                                  |  |
| Grand Total |                                  |  |

Table 6.3: Cost of Annual Operation and Maintenance of Sewage Pumping Stations

|                    |                   |                   |       |                   |            | Rs. in Lacs    |
|--------------------|-------------------|-------------------|-------|-------------------|------------|----------------|
| SPS<br>Estd./ Cost | Annual<br>repairs | Annual repairs of | Staff | Electric<br>Power | DG<br>Sets | Grand<br>Total |
|                    | of C.W.           | E/M               |       |                   |            |                |
|                    | @ 1.5%            | works @           |       |                   |            |                |
|                    |                   | 3%                |       |                   |            |                |
| 1                  | 2                 | 3                 | 4     | 5                 | 6          | 7              |
| MPS-1              |                   |                   |       |                   |            |                |
| CW,Rs. lacs        |                   |                   |       |                   |            |                |
| E/M,Rs. lacs       |                   |                   |       |                   |            |                |
| <b>IPS</b> 1       |                   |                   |       |                   |            |                |
| CW,Rs. lacs        |                   |                   |       |                   |            |                |
| E/M,Rs. lacs       |                   |                   |       |                   |            |                |
|                    |                   |                   |       |                   |            |                |
|                    |                   |                   |       |                   |            |                |
| Grand Total        |                   |                   |       |                   |            |                |

C.W. - Civil Works E/M - Electrical / Mechanical Works

#### Table 6.4: Requirement of Staff on MPS / IPS for O&M

| District                 | Ι | Π |  |  |
|--------------------------|---|---|--|--|
| Installed Capacity, HP - |   |   |  |  |
| Staff                    |   |   |  |  |
|                          |   |   |  |  |
|                          |   |   |  |  |

#### Table 6.5: Estimate of Staff Required for Annual Maintenance MPS/IPS

| S. No. | Staff          | Nos | Salary/Month in Lac | Month | Annual; cost Rs.<br>In Lacs |
|--------|----------------|-----|---------------------|-------|-----------------------------|
| 1      |                |     |                     |       |                             |
| 2      |                |     |                     |       |                             |
| 3      |                |     |                     |       |                             |
|        | Total maintena | ges |                     |       |                             |

# S. No. Item Annual Cost (Rs. In Lacs) 1 Staff 2 Electric Consumption for running the MPS/IPS 3 DG set Total Annual Cost

#### Table 6.6: Estimate of Annual O&M of MPS/IPS

#### Table 6.7: Estimate of Annual Electric Consumption for Running Sewage Pumps MPS/IPS

| Period of<br>running/<br>no. of<br>Pumps | Capa<br>Instal<br>K | city of<br>llation<br>VA | Electric Consumption |                            |                           |                        |                        | Annual Cost of<br>Electric<br>Consumption<br>*** |
|--|---------------------|--------------------------|----------------------|----------------------------|---------------------------|------------------------|------------------------|--|
|  | Each<br>Pump        | All<br>Pumps             | Other<br>Loads       | Total<br>Load<br>in<br>KVA | Total<br>Load<br>in<br>KW | No. of<br>Hours<br>Run | Total<br>Units/<br>Day |  |
| Peak (<br>Pumps)                         |                     |                          |                      |                            |                           |                        |                        |  |
| Non Peak (-<br>Pumps)                    |                     |                          |                      |                            |                           |                        |                        |  |
| Avg (<br>Pumps)                          |                     |                          |                      |                            |                           |                        |                        |  |
| Grand<br>Total                           |                     |                          |                      |                            |                           |                        |                        |  |

Note :-

- (i) -- pumps shall run during peak period of -- hours. (-- hours by Electric and -hours by D.G)
- (ii) -- pumps shall run during Average period of -- hours.
- (iii) -- pump shall run during Non Peak period of --- hours.

(iv) 2 Rate of power = Rs. --/unit

#### Table 6.8: Estimate of Annual Maintenance of D.G. Sets – MPS / IPS

| S. No. | Item                                      | Detail |
|--------|---|--------|
|        | Capacity of D. G. Set.                    |        |
|        | Quantity installed                        |        |
|        | Running hours considered per day          |        |
|        | Diesel consumed in hr.                    |        |
|        | Annual consumption of diesel              |        |
|        | Annual consumption of Mobile oil (@ 5% of |        |
|        | diesel consumed )                         |        |
|        | Cost of diesel at Rs Per lit.             |        |
|        | Cost of Mobil oil at Rs Per lit           |        |
|        | Operator required – at the rate Rs pm     |        |
|        | Total of Sl. 7,8 & 9                      |        |

| STP/Estd<br>Cost | Ann<br>repa | ual<br>airs | Staff | Power | Chemical  |         |       | Total |
|------------------|-------------|-------------|-------|-------|-----------|---------|-------|-------|
|                  | CW@         | EM@         |       |       | Chlorines | Polymer | Sub   |       |
|                  | 1.5%        | 3%          |       |       |           |         | Total |       |
| STP I            |             |             |       |       |           |         |       |       |
| CW               |             |             |       |       |           |         |       |       |
| EM               |             |             |       |       |           |         |       |       |
| ( Mld)           |             |             |       |       |           |         |       |       |
| Grand            |             |             |       |       |           |         |       |       |
| Total            |             |             |       |       |           |         |       |       |

#### Table 6.9: Cost of Annual Operation & Maintenance of STPs

Note:

- 1. Cost of electricity considered @ Rs. --- per kwh
- 2. Cost of Chlorine gas considered @ Rs. -- per kg
- 3. Cost of polymer considered @ Rs. --- per kg
- 4. CW: Civil Works
- 5. EM: Electrical and Mechanical Works

#### Table 6.10: Requirement of Personnel for STPs

| Designation | Salary<br>(P.M) | 1<br>(n | nld) |  |  |  |  |  |
|-------------|-----------------|---------|------|--|--|--|--|--|
|             |                 |         |      |  |  |  |  |  |
|             |                 |         |      |  |  |  |  |  |
|             |                 |         |      |  |  |  |  |  |
| Total       |                 |         |      |  |  |  |  |  |

#### Table 6.11: Electrical Load List S.T.P

| Equipment | kW | Total<br>Drives | Connected<br>Load kW | Drives<br>operating | Operating<br>Load kW |
|-----------|----|-----------------|----------------------|---------------------|----------------------|
|           |    |                 |                      |                     |                      |
|           |    |                 |                      |                     |                      |
|           |    |                 |                      |                     |                      |

#### **O&M RECOVERY PLAN**

| S.  | Description                          | Year    |        |            |
|-----|--------------------------------------|---------|--------|------------|
| No. |                                      | Base Yr | Mid    | Design yr. |
|     |                                      |         | design |            |
|     |                                      |         | period | _          |
| 1   | 2                                    | 3       | 4      | 5          |
| 1   | Population                           |         |        |            |
| 2   | Annual recurring expenditure on O&M  |         |        |            |
|     | (Rs.In Lacs)                         |         |        |            |
| 3   | Per capita cost of the O&M expenses  |         |        |            |
|     | (Rs.)                                |         |        |            |
| 4   | Number of house holds (considering 5 |         |        |            |
|     | members in a family)                 |         |        |            |

| S.    | Description                          | Year    |        |            |
|-------|--------------------------------------|---------|--------|------------|
| No.   |                                      | Base Yr | Mid    | Design yr. |
|       |                                      |         | design |            |
|       |                                      |         | period |            |
| 1     | 2                                    | 3       | 4      | 5          |
| 5     | Approximate Number of households     |         |        |            |
|       | taking private connections (%,%,     |         |        |            |
|       | % of total households in year 2013,  |         |        |            |
|       | 2028, 2043)                          |         |        |            |
| 6     | Monthly Rental Value per House       |         |        |            |
| 7     | Annual Rental Value per House        |         |        |            |
| 8     | Annual Rental Value of House in Rs.  |         |        |            |
|       | (Item no.5 x 7)                      |         |        |            |
| 9     | Anticipated annual income(Rs.)       |         |        |            |
| 10    | Annual Income from sewer connections |         |        |            |
| (i)   | @ Rs per connection                  |         |        |            |
|       |                                      |         |        |            |
| (ii)  | From domestic sewer charges(%        |         |        |            |
|       | Sewer Tax on row. 8)                 |         |        |            |
| (iii) | From STP by sale of sludge           |         |        |            |
| (iv)  | From others (specify)                |         |        |            |
| 11    | Total anticipated annual income(Rs.) |         |        |            |
|       | (Say Rs. In lacs)                    |         |        |            |
| 12    | Total annual recurring expenditure   |         |        |            |
|       | Profit/Loss(+/-)                     |         |        |            |

# CHAPTER 7 COMMUNITY SANITATION SCHEME

#### 7.1 INTRODUCTION

The problem of open defecation in the project town needs to be addressed through the community sanitation scheme. The scheme is also to tackle the sanitation problem in a decentralized manner in unsewered areas. The coverage may also be extended to crowded/ public places and pilgrim centers, etc.

The target areas where such projects would be required are (a) jhuggi-jhopri clusters, (b) unauthorized/unapproved colonies and (c) public places like railway stations, bus stands, courts, religious places etc.

The studies pertaining to community sanitation may be carried out by the ULB or through an organization which has experience of working in providing community sanitation facilities. In most cities deficiency of toilets in slums has been noticed. It is, therefore, proper for the ULB to set up community toilet complexes to address the problem of community sanitation.

#### 7.2 PREPARING A SCHEME OF COMMUNITY TOILET COMPLEXES

#### 7.2.1 Collection of Available Data

The following information may be obtained from records of the ULB, ward wise or drainage area wise, as it may be available

- Floating and permanent population,
- Present status of sanitation.
- Availability and status of individual toilets.
- Number of houses without toilets.
- Locations where community toilets are required for community/ tourists/floating population
- Willingness of householders to construct and pay for construction of toilets.

From municipal records information about the status of existing community toilet complexes (CTCs) in public places within limits of the ULB may be obtained. The information may be tabulated as below.

- (i) Name and location
- (ii) Number of seats (male + female)
- (iii) Maintenance agency
- (iv) Average number of users/day
- (v) User charges
- (vi) O&M problems and source of funding
- (vii) Source of water supply
- (viii) Mode of disposal of wastewater
- (ix) Biogas generation, if any
- (x) Status of community toilets.

Location of existing facilities should be marked on the digitized map. Photographs showing the status of cleanliness and hygiene of CTCs should also be presented.

#### 7.3 SURVEY

- (i) Provision and location of new facilities must be supported by survey of target areas.
- (ii) Survey should be detailed or sample depending on the number and size of slums, unauthorised colonies and public places. If it is decided to conduct sample survey size of the sample should be decided. Normally, 15% of population should be enough
- (iii) Surveys should be structured to cover all the three categories viz. jhuggijhopri clusters, unauthorised colonies and public places.
- (iv) Current population living in target areas needing toilet facilities should be assessed realistically. In respect of public places, data of floating population should be obtained from local authorities and reported in the DPR. If not available, this data must be generated through quick surveys.
- (v) Separate questionnaires should be developed for each category and circulated amongst prospective beneficiaries to elicit their views on the project. The data, among other things, should be generated on such aspects as whether the beneficiaries need such facility in their area and are ready to pay user charges.
- (vi) The questionnaire should specifically target female users to elicit their commitment to use the facility once available. This opportunity must be utilised to educate the beneficiaries through questionnaire about the health hazards of open defecation and its impact on river pollution.
- (vii) The data generated from field investigations should be analysed and reported in the DPR. Keeping in view the existing facilities, if any, need for new projects should be established only on the basis of the above data. According to existing norms, provision of one seat for 50 users is taken for community toilets. The size of toilet blocks should be finalised on this norm.
- (viii) Surveys and stakeholders' consultations are specialised and timeconsuming activities expertise for which may not be available in-house with the implementing agency.
- (ix) There are a number of reputed NGOs, Community Based Organisations (CBOs) and social organisations, which are taking up such projects on turnkey basis including O&M. Such agencies only would be suitable for conducting surveys and stakeholder's consultations and thereafter preparing sustainable proposals and operating them on BOT basis.
- (x) Developing or promoting a CBO from the target area itself for this purpose should be preferred, as these organisations would have the sense of ownership of the project. Their establishment cost would also be comparatively lower than others. (Please see box below).
- (xi) Depending on its actual needs, it would be advisable for the implementing agency to appoint such agency(s) to implement the CTC projects and to make them sustainable. Complete details of the organisation selected for implementing the project with their past experience should be presented in the DPR.

- (xii) Present arrangement of water supply to target areas, quantity supplied per person per day and source of water supply should be provided in the DPR and indicated on maps. This information is necessary for designing toilet facilities.
- (xiii) Availability of the nearest sewer line, if any, to which wastewater generated from the facility could be connected should be indicated on maps.
- (xiv) Once the scope of work is defined, the location of the facility should be finalised in consultation with the local body and implementing agency. Availability of suitable land as near as possible to the target population should be examined in consultation with the land owning authority. These must be plotted clearly on the map.
- (xv) Surveys and field investigations must be supervised at various milestones at senior levels in the implementing agency to ensure quality DPRs. This exercise may take some time but would eventually be beneficial in improving sustainability of the programme.

#### 7.4 SAMPLE SURVEY

If the number of slums and unauthorised colonies and population to be covered is very large and complete survey will be expensive and time consuming, sample survey of 15% households of each slum and unauthorized colony should be carried out.

#### 7.5 INFORMATION AVAILABLE FROM SURVEY

- a) Number of persons per family.
- b) Education level of head of families
- c) Occupation (head of families):
- d) Character of houses: The distribution of houses in terms of type of construction is as below:

Pucca, semi puccca, kutcha, huts

- e) Percentage of houses having electricity:
- f) Percentage of houses having water supply:
- g) Percentage of houses having latrine connected to sewer / attached to septic tank with soak pit / without soak pit / pit latrine, and percentage of slum population resorting to open defecation.
- h) Percentage of people willing to pay for using community toilet:
- i) Number of authorized and unauthorized slums.
- j) Number of slums having sewers
- k) Number of slums having septic tank facility of the effluent from septic tank to flow through open drains.

#### 7.6 LOCATION OF COMMUNITY TOILETS

Based on the outcome of field survey, sites for new public toilets should be identified. These should be so selected as to minimize likely nuisance to the neighborhood. It should be connected to the sewer line wherever possible. The sites should be discussed with the residents of area who will use them.

#### 7.7 DESIGN CONSIDERATIONS

#### 7.7.1 Size

- i. The size of toilet blocks may vary from 5, 10 to 15 and 20 seats depending upon the space available and number of users.
- ii. Guidelines for plinth area for these types of CTC units will be as given below:

| S. NO. | Туре      | Maximum Plinth Area (sq.m.) |
|--------|-----------|-----------------------------|
| 1      | 10 seated | 80                          |
| 2      | 15 seated | 125                         |
| 3      | 20 seated | 150                         |

#### **Table 7.1 : Plinth Area of Community Toilets**

- iii. The above areas are proposed maintaining for cleanliness and hygienic conditions in the complex and to make it environment and user friendly.
- iv. The size may be adopted as under with a tolerance of (+) or (-) 10%.

| S. NO.           | Component    | Size (sq.m.) |  |
|------------------|--------------|--------------|--|
| 1                | Water Closet | 0.9 x 1.2    |  |
| 2                | Bath room    | 1.2 x 1.5    |  |
| 3 caretaker room |              | 3.0 x 3.0    |  |
| 4 Counter        |              | 3.0 x 1.2    |  |

 Table 7.2 : Size of Different Units of Community Toilets

- v. A complex should have separate blocks for males and females.
- vi. For all types of CTC blocks, two urinal for gents, two bathrooms, one each for ladies and gents, one caretaker room and one counter should be provided.
- vii. Besides toilets, urinal facilities shall also be provided. Squatting and standing urinals shall be provided for males, whereas females will use toilets for urination.
- viii. Washbasins shall be provided with mirrors in both the blocks.

#### WC Enclosure

- (a) Doorframes of size 0.75 x 1.8 m could be fabricated out of pressed MS/GI sheet or other economic yet durable materials. Brass materials shall not be used at any place.
- (b) These are pouring and flush type toilets designed to use less water, say 1-1.5 litres, for each flushing. The WC pans should be compatible to this design.

In general good quality fixtures, floors and better specifications should be proposed to maintain cleanliness. Ordinary glazed tiles or mosaic tiles may be provided up to 1 metre high skirting level. Floor shall be of P.C.C. Doors with PVC may be proposed as wooden doors are costly and steel doors get corroded. Shutter of the door shall be 1.5 feet less than the height. For proper ventilation, pre-cast RCC jali should be used. Toilets may have architectural features to give a pleasing look.

(c) One western type WC may be provided in each block for males and females.

#### 7.7.2 Water Supply

- (a) If piped water supply is available in the area it must be utilised to meet the water needs of the toilet complex. However, if no such source is available, provision of a suitable electric pump operated bore well should be made.
- (b) A water tap may be provided in each WC enclosure keeping in view the local requirement/practice. The taps should be self-closing type of CI material to avoid wastage of water. An overhead storage tank should be provided with capacities @ 400 litres/seat as given below:

| S. NO. | Туре      | Maximum Capacity |
|--------|-----------|------------------|
| 1      | 10 seated | 4000 litres      |
| 2      | 15 seated | 6000 litres      |
| 3      | 20 seated | 8000 litres      |

 Table 7.3 : Capacity of Storage Tanks for Community Toilets

- (c) Arrangement for rain water harvesting may be made.
- (d) Solar photovoltaic cells may be installed and safety of the component may be ensured.
- (e) The structure should have provision for sufficient daylight entry through walls / roofs and higher degree circulation of air through natural ventilation system.

#### 7.7.3 Wastewater Disposal System

Connecting wastewater to a nearby sewer line, if any, should be preferred. If it is not possible, CTC units should be provided with a septic tank followed by a soak pit. In that case a comparison between the cost of sewer line and septic tank etc. should be carried out and least cost option should be selected. In the case of soak pit option, its location must be at a safe distance from a groundwater source / water supply pipeline in the area, if any.

#### 7.7.4 Bio Gas

- (a) Community Toilet Complexes should have a good potential to generate biogas which can be a source of revenue. Biogas produced from public toilet complexes is being utilized for different purposes e.g. cooking, lighting, electricity generation. The Ministry of Non-Conventional Energy Sources (MNES), Government of India provides subsidy for the construction of such biogas plants through its different state agencies. Wherever feasible, biogas generation package should be proposed. Biogas may be used for lighting of the complex and cooking in the caretaker's room. This would offset the electricity cost otherwise incurred on lighting.
- (b) Detailed engineering and drawings along with bills of quantities, specifications, cross sections etc. must form part of the DPR.
- (c) Bills of quantities, specifications, cross-sections etc. should be presented in a separate volume.

In this regard help of NGO and MNRE may be taken.

#### 7.8 OPERATION AND MAINTENANCE

- (i) Operation and maintenance should be accorded priority for sustaining CTC projects.
- (ii) The requirement of funds for O&M should be assessed on a realistic basis.
- (iii) Expenditure on O&M would comprise (a) cost of electricity and water consumption, (b) salary of caretaker, sweeper etc, (c) cost of consumables like soap, detergents, deodorants etc. and (c) repairs and maintenance.
- (iv) Revenue generated from user charges and biogas generation, if any, should be assessed again on a realistic basis. In Jhuggi-jhompri clusters instead of charging fee from individuals, family pass system with a reasonable monthly charge would be desirable.
- (v) The net deficit or surplus for O&M must be indicated.
- (vi) Maintenance of cleanliness and hygiene is the key for sustaining such projects. This must be kept in view while assessing the project economics.
- (vii) O&M should be on long term and DBO model / basis where the operator would be authorised to collect user charges.

#### 7.9 PUBLIC PARTICIPATION

- (i) Public participation through education and awareness is a key parameter to achieve sustainability.
- (ii) The NGO or CBO engaged for implementation and O&M of CTCs should organize education and awareness programmes for target groups round the year in pre and post commissioning stages.
- (iii) Among other things, the focus of the programme should be to dispel health hazards due to the practice of open defecation as also its impact on river pollution.

#### 7.10 COST ESTIMATES

- (i) Cost estimates of other components should be prepared in standard formats. These should be based on the detailed bill of quantities, specification of materials, structures and rates as per the latest SORs.
- (ii) Bill of quantities, specifications and drawings must be presented in a separate volume.
- (iii) The DPR would also be used for preparation of NIT and tendering the project. It should, therefore, contain every thing including complete engineering drawings, longitudinal sections etc. or any other detail that would be required for NIT as well as monitoring of project implementation.

| S.  | Details   | Amount        | Annexure         |
|-----|---|---------------|------------------|
| N0. |   | (Rs. In lacs) | for<br>Detailing |
| 1   | New community toilet complexes in public places   |               |                  |
| 2   | New community toilet complexes in slum areas      |               |                  |
| 3   | Renovation of existing community toilet complexes |               |                  |
| 4   | Where required, land acquisition                  |               |                  |
| 5   | O&M Cost for 5 years                              |               |                  |
|     | Grand Total                                       |               |                  |

# Table 7.4: Cost of constructing new Community Toilet complexes and renovating existing community toilet complexes

| S.<br>No. | Name of Public Place | Toilet Complex<br>(no. of seats)) | Amount<br>(Rs. In lacs) |
|-----------|----------------------|-----------------------------------|-------------------------|
| 1         |                      |                                   |                         |
| 2         |                      |                                   |                         |
| 3         |                      |                                   |                         |
| 4         |                      |                                   |                         |
| n         |                      |                                   |                         |

#### Table 7.5: Cost of community toilet complex at public places

#### Table 7.6: Cost of community toilet complexes in slum areas

| S.<br>No. | Name of the Slum | Toilet Complex<br>(no. of seats)) | Amount<br>(Rs. In lacs) |
|-----------|------------------|-----------------------------------|-------------------------|
| 1         |                  |                                   |                         |
| 2         |                  |                                   |                         |
| 3         |                  |                                   |                         |
| 4         |                  |                                   |                         |
| n         |                  |                                   |                         |

#### Table 7.7: Cost of renovation of existing toilet complexes

| S.  | Name of | Amount (Rs. in lacs) |              |                |            |  |
|-----|---------|----------------------|--------------|----------------|------------|--|
| No. | Complex |                      |              |                |            |  |
|     |         | Basic cost           | Contingency  | Implementation | Total cost |  |
|     |         |                      | 3% on col. 3 | charges @ 15%  | (Col.      |  |
|     |         |                      |              | on Col. 3+4    | 3+4+5)     |  |
| 1.  |         |                      |              |                |            |  |
| 2.  |         |                      |              |                |            |  |
| 3.  |         |                      |              |                |            |  |
| 4.  |         |                      |              |                |            |  |
| n   |         |                      |              |                |            |  |

#### 7.11 Completion Schedule

It should be presented in the form of a PERT/CPM chart for monitoring purposes.

#### 7.12 OPERATION AND MAINTENANCE

As mentioned O&M should be on DBO basis for a period of 5 years.

#### 7.13 PERFORMANCE MONITORING

Utilisation performance of CTCs should be monitored on a regular basis and bottlenecks if any should be addressed well in time. For this purpose, a monitoring mechanism through an independent agency must be put in place.

#### 7.14 Agency to Prepare and Implement Project

The agency to prepare and implement the project may be decided by the ULB and the State Government.

#### 7.15 Awareness Generation and Public Participation

This is the most important component of CTC. There have been many examples of Community Toilet Complexes not being used. It is, therefore, most important that effective campaign for awareness generation and securing public participation precede implementation and the community of local users have a say in the preparation of the plan and management of the facility after its comes up, even if it is constructed and managed by specialised agency or NGO.

#### 7.16 Amendment in Municipal Rules & Regulations

The existing laws, rules, regulations and bye-laws governing sanitation are required to be amended to prohibit open defecation and make it obligatory to use sanitary toilets. It is necessary to operate and maintain them properly so that people are attracted to use them and environmental degradation and pollution of water bodies is prevented.

Mere provision in the Municipal/Local Authority Act or framing of bye-laws will not solve the problem. The Local Authority should enforce them strictly and defaulters should be dealt with severely.

#### 7.17 Provision for Improved Toilet Complexes.

There may be a demand for improved toilet facility especially in commercial areas. This may prove to be a potential source of revenue earning through higher user charges. Such facility may be provided on need based manner and financial viability in terms of user charges.

# CHAPTER 8 CREMATORIA

#### 8.1 INTRODUCTION

Cremation grounds are generally located on the banks of rivers. Ash and other wastes generated from such cremation grounds are disposed off into the river resulting in their pollution. Thus, cremation grounds have been identified as one of the sources of pollution under river cleaning programmes of MoEF.

The focus of MoEF is not only on minimizing river pollution from this source but also to protect and conserve valuable forest resource by upgrading the existing cremation grounds or supporting new ones with cleaner technologies and higher combustion efficiency having public acceptance.

#### 8.2 METHODS OF CREMATION

The following three methods are used for cremating dead bodies:

- (i) Conventional method
- (a) This method has been in use from time immemorial. In this mode cremation is done on an open platform by burning wood. On an average, about 400 kg of wood is consumed per cremation. Projections based on the data of census of India –2001 indicate that about 4.15 million tonnes of wood equivalent to 50-60 million trees, is consumed every year in cremating dead bodies. Considering 20% ash in wood, nearly 8.5 lakh tonnes of ash generated from the process find its way into the river annually.
- (b) With the increasing cost and dwindling sources of wood, people below poverty line may resort to dumping dead bodies directly into rivers.
- (c) Another adverse impact of this method on environment is in terms of emission of greenhouse gas CO2 in significant quantities from wood burning. It is estimated that about 8 million tonnes of CO2 is emitted annually from this operation.
- (ii) Electric or Gas Based Crematoria
   Electric crematorium (EC) is a cleaner alternative of cremation. But the proposal for EC should be prepared based on demand from the stakeholders including civil society
- (iii) Electric or Gas Based Crematoria
   Electric crematorium (EC) is a cleaner alternative of cremation. But the proposal for EC should be prepared based on demand from the stakeholders including civil society.
- (iv) Improved Wood Based Crematoria

As the name suggests, Improved Wood Based Crematoria (IWC) operate in a traditional manner on wood only and is capable of saving wood upto 50-60 % as compared to the conventional method. In IWC, cremation is done on a specially designed elevated pyre equipped with a hood and chimney to improve combustion efficiency and minimize wastage of heat, which makes it a fuel-efficient system. It enables users to perform allimportant rituals associated with the cremation process. Thus, besides being environment-friendly and fuel-efficient IWC is a user acceptable method.

#### 8.3 DETAILED PROJECT REPORT

An executive summary of the project covering its salient features and abstract of project cost should be given in the DPR.

A checklist of important items of the project in the prescribed format as given at Annexure 11 should be attached immediately after the executive summary.

#### 8.3.1 Baseline Status

The following information should be provided:

- (i) Total population of the city as well as that of the target users this should include floating population also for religious cities like Varanasi, Allahabad etc.
- (ii) Details and current status of each of the existing cremation grounds in the following table:
- (a) Name of cremation ground
- (b) Population serviced
- (c) Conventional method
  - Number of platforms
  - Average number of cremations/day
  - Average wood consumption/cremation
  - Sale price of wood
  - Whether any subsidy provided for wood by the local body
  - Average time taken in each cremation
  - Blockage of platform after each cremation to facilitate ash collection
  - Operating agency
  - Expenditure on O&M/year
- (d) IWCs, if any,
  - Number of Platforms
  - Year of installation
  - Average number of cremations/day
  - Average wood consumption/cremation
  - Sale price of wood
  - Whether any subsidy provided for wood by the local body
  - Average time taken in each cremation
  - Blockage of platform after each cremation to facilitate ash collection
  - Operating agency
  - Expenditure on O&M/year
- (e) Electric/rematoria, if any
  - Number of furnaces
  - Year of installation
  - Average number of cremations/day
  - User fee charged/cremation
  - Average time taken in each cremation
  - Operating agency
  - Average electricity outage/day
  - Expenditure on O&M/year

#### 8.4 FIELD INVESTIGATIONS

The proposal may comprise either new facility or upgradation of existing facility or a combination of both.

#### 8.4 DESIGN AND OTHER CONSIDERATIONS

Projects of electric/gas based crematoria should have the following components:

- (A) Electric
  - (a) Furnace
  - (i) Furnace with appurtenant components with specifications as given below.
  - (ii) The number of furnaces should be decided on the basis of expected cremation load assessed through field investigations.
    - Furnace having power rating of 51 KW
    - Transformer-150 KVA
    - LT Panel, HT switchgear,
    - Heating elements
    - Chimney 30 m long as per norms of SPCB/CPCB
    - Blower of 2800 rpm and 10 HP motor for flue gases
    - Fresh air blower with servo motors
    - Door motor for door lifting
    - Charging trolley
    - Pollution control equipment for cleaning flue gases like cyclone separator, water spray tank and slurry tank
- (b) Building
  - (i) Provision of a proper sized building should be made for housing cremation furnace including sitting space for mourners, toilets, washrooms, drinking water etc.
  - (ii) Even if only one furnace is proposed, provision of building should be made for two furnaces keeping in view the future load.
  - (iii) The optimum size for housing two furnaces and other facilities is 30 m x 20 m
- (B) Gas

(a) Furnace

Gas based crematoria may be operated on either CNG or LPG. Gas furnace with appurtenant components should have the following specifications. Like electric crematoria, the number of furnaces should be decided on the basis of expected cremation load assessed through field investigations.

- Furnace : With necessary burners generally four burners are provided in each furnace
- Fuel : CNG or LPG
- Ignition : Direct spark ignition 7300-volt ignition transformer
- Motor : 3450-220 V-2.4 A
- Blower : 2800 rpm and 10 HP motor for flue gases
- Chimney : 30 m long as per norms of SPCB/CPCB
- Fresh air blower: with servo motors

- Door motor for door lifting
- Charging trolley
- Pollution control equipment for cleaning flue gases like cyclone separator, water spray tank and slurry tank

(b) Building

Provision of building would be the same as in the case of electric crematoria mentioned above.

#### 8.5.1 Improved Wood Based Crematoria (IWCs)

Proposal for new cremation grounds

- (a) A new cremation ground should comprise the following components:
- (i) Pyres with shed, tray, hood and chimney and necessary civil work.
- (ii) A prayer-cum-assembly hall
- (iii) A godown for storing wood
- (iv) A room for care taker
- (v) Provision of toilets and washrooms
- (vi) Lighting arrangements
- (vii) Matching landscape
- (b) No of pyres/platforms should be decided on the basis of data generated from baseline status and field investigations. However, it should not be less than two in any case to allow situations of bunching.
- (c) Pyre, tray, hood and chimney should have the following specifications:

| Platform for pyre | : | 7 m x 6 m including pathways and            |  |  |
|-------------------|---|---|--|--|
|                   |   | drainage for washings                       |  |  |
| Pyre              | : | 2 m long x 1 m wide and 1 m high            |  |  |
| Tray              | : | 2.2 m long x 0.8 m wide. For each           |  |  |
|                   |   | pyre 4 trays and a rack to hold these trays |  |  |
|                   |   | till ashes are collected                    |  |  |
| Hood              | : | 2.5 m long and 1.25 m wide x 1 m            |  |  |
|                   |   | high in taper and three side folding        |  |  |
|                   |   | flaps                                       |  |  |
| Chimney           | : | 11 m long as meeting SPCB/CPCB norms        |  |  |
|                   |   |   |  |  |

- (d) Platform should be made with standard/economic materials to provide better aesthetics and longer life. Provision of a bathing platform (for dead body) should also be made.
- (e) Pyre, tray, hood and chimney should be made of heat, corrosion and thermal shock resistant materials to withstand temperature up to 900 C and to provide at least 5 years maintenance free operation. This is necessary as local bodies are generally cash strapped and cremation grounds attract low priority for them.
- (f) Prayer-cum-assembly hall with proper benches for sitting of mourners should be of 10 m x 6 m to accommodate at least 100 persons.
- (g) The size of godown for storing wood will depend on the estimated requirement. It should be enough to store at least 3 months stock.
- (h) Caretaker room-cum office should be of 4 mx 3 m size.

- (i) Toilets, washrooms and source of drinking water should be of matching requirement. Similarly adequate lighting arrangements should be provided.
- Provision of minimum landscaping equivalent to 5 % of the cost of civil work (maximum) with greenery and flowerbeds etc should be provided. This is necessary for improving the aesthetics and providing soothing environment for the mourners.
- (k) Estimates of civil work should be based on the latest SOR applicable for the city. Estimates of non-schedule items should be based on lowest of the three quotations obtained from prospective suppliers.

#### 8.5.2 Proposal for Up gradation of Existing Cremation Ground

- (a) For up gradation proposals, generally pyres, trays, hood and chimneys with appurtenant civil work may be considered.
- (b) For inclusion of additional items, if any, referred to for the new cremation grounds proper justification should be provided.

#### 8.6 LANDSCAPING AND ARCHITECTURE

Considering the sensitivity of the site, attempt should be made to develop the premises with compatible landscaping and architecture for better environment and aesthetics.

#### 8.7 OPERATION AND MAINTENANCE

Charges are levied on use of crematoria. An estimate should be made and incorporated in the project cost.

All projects should have built-in components of 5 years O&M.

#### **8.8 COST ESTIMATE**

The equipment for electrical and gas based crematoria is supplied on a turnkey basis. Quotations from the suppliers should be obtained alongwith the

requirements of land, civil, electrical and mechanical works. Based on this information cost estimates should be prepared and presented in the form given in the table below.

| S.<br>No. | Name of<br>Locality | Details of Item       | Quantity | Cost/unit,<br>Rs. | Total Cost,<br>lacs |
|-----------|---------------------|-----------------------|----------|-------------------|---------------------|
| 1         |                     | Wood based crematoria |          |                   |                     |
| 2         |                     | Electrical crematoria |          |                   |                     |
| 3         |                     | Gas based crematoria  |          |                   |                     |
| 4         |                     | Land acquisition cost |          |                   |                     |
|           |                     | O&M Cost              |          |                   |                     |
|           |                     | Grand Total           |          |                   |                     |

 Table 8.1: Cost Estimate of Crematoria

# **CHAPTER 9**

# ADDRESSING OTHER SOURCES OF POLLUTION

#### 9.1 DAIRIES

The proposal may be prepared taking in to account the existing dairies in the town / city and their size etc to prevent disposal of excreta and urine into the river. Dairy is an industry and this item would not be eligible for funding by the NRCD.

#### 9.2 DHOBI GHATS, GARAGES & CATTLE WALLOWING

The ULB should identify and take into account all dhobis (washermen) washing clothes, garages washing vehicles in the river, places with numbers of cattle wallowing in the river while preparing the proposal. Based on the information, facilities need to be created.

#### 9.3 CARCASS DISPOSAL

Safe facility to dispose of carcass needs to be created by the ULB.

#### 9.4 **OPERATION AND MAINTENANCE**

In respect to diaries, the owners should meet their own cost. The waste generated in diaries is a source of energy and compost. It should not need any financial support from the urban local body for operation and maintenance. Other sources of pollution covered above may involve expenditure for operation and maintenance. An estimate needs to be made and incorporated in the cost estimate for a period of 5 years.

#### 9.5 COST ESTIMATES

All the schemes in this chapter are to be prepared, implemented and maintained by the ULB. The schemes need to be framed in consultation with appropriate experts. Many of these items are covered in the chapter on solid waste management. The extent to which the information about cost estimates is available there it can be picked up. This aspect is therefore, not being covered here.

# CHAPTER 10 RIVER FRONT DEVELOPMENT

#### **10.1 INTRODUCTION**

Rivers in India are considered holy and there is religious significance attached to them. The banks of the rivers where they bathe need to be kept in good shape. In order to reach the benefits of rivers to the society, the programme may support River Front Development (RFD) to enhance aesthetics and environmental conditions along the banks. This can be achieved by undertaking RFD activities. RFD can be integrated with schemes like community toilet complexes, crematoria and plantation to make an area development scheme.

#### **10.2 BASELINE STATUS**

The following information should be provided:

- Total population of the city as well as that of the target users for individual RFD works. This should include floating population for religious cities like Varanasi, Allahabad etc. that assembles on important occasions.
- (ii) Details and current status of the existing RFD works and the problems faced in their O&M.

#### **10.3 DESIGN CRITERIA**

Type A – Area Development Plans (ADP) would apply to sub-projects where larger river front stretches say 1-2 km long and 30-40 m wide are involved.

Facades of RFD works must be match with the cultural, religious and heritage value of the place.

Given the meandering characteristic of most rivers, one of the essential requirements should be the availability of water along the bank round the year.

The local bodies concerned are also to ensure that materials like municipal solid waste (MSW) and other wastes of any other kind are not allowed to be dumped on or near the riverbank. Separate guidelines are available for management of MSW.

Consultations with stakeholders are essential to assess the needs of the people based on which, components of ADP would be finalized. The underlying need is that an ADP should facilitate an interface between the community and the river.

The following components must be considered for developing an ADP:

- (i) Provision of platforms and steps leading to the river to facilitate a safe approach
- (ii) Changing rooms for males and females
- (iii) Toilet, washroom and drinking water facilities at the ghats. It is also necessary to provide toilet facilities for the floating population assembling at such congregations. Provision of mobile toilets may be one of the ways to address this problem.
- (iv) Adequate number of benches for sitting of people
- (v) Lighting and landscaping of area with fountains, flowerbeds etc.

- (vi) Development of approach roads, parking lots to facilitate easy access of beneficiaries
- (vii) Provision of commercial activities like kiosks for sale of eatables, boating etc. These facilities should operate on pay-and use/eat basis and, therefore, are expected to be selfsustaining.
- (viii) Given the size of congregations and diversity of the people assembling there suitable platforms for holding cultural and recreational programmes must be considered.

#### Type B - Improvement of small ghats.

- (i) Like ADP, development of small ghats should comprise components like platforms and steps, changing rooms, toilets, washrooms and drinking water facilities, lighting, sitting space and matching landscape.
- (ii) All these facilities should be finalized in consultation with stakeholders.

#### **10.4 OPERATION AND MAINTENANCE**

Like other works, operation and maintenance and lack of public participation have emerged as major bottlenecks in sustaining RFD works.

The ULB needs to estimate the expenditure on operation and maintenance and incorporate in this cost estimates.

With the new guidelines of NRCD all projects should have built-in components of 5 years O&M and necessary public education and awareness.

For ADPs provision of user fee must be considered to recover O & M costs to the extent possible. Suitable levies should also be charged from commercial activities to generate revenue to meet O&M expenditure.

Public awareness programmes oriented towards educating people on how to maintain the river and its fronts should be organized round the year and more so during large congregations.

The net deficit in O&M should be estimated on a realistic basis after discounting the above income, which should form part of the project cost.

Being a specialised area only organisations with at least 5 years experience in the construction and maintenance of such assets should be shortlisted for implementation of these projects on turnkey / BOT basis.

#### **10.5 COST ESTIMATES**

The scope of work covered under RFD sub-projects can not be uniform and would vary from place to place according to the needs of the people.

Estimates for all civil works must be prepared according to the latest applicable SoRs to avoid cost overrun.

Non-schedule items must be based on prevalent market rates obtained through quotations, which should be attached to the DPR.

Detailed bill of quantities, drawings and specifications of different components compatible to NITs for tendering the works should be provided in a separate volume.

An executive summery and abstract of cost should form part of the DPR to facilitate expeditious approvals.

| S.  | Item   | Quantity | Cost          |
|-----|--|----------|---------------|
| No. |  |          | (Rs. in lacs) |
| 1   | Provision of platforms and steps leading to the      |          |               |
|     | river to facilitate a safe approach                  |          |               |
| 2   | Changing rooms for males and females                 |          |               |
| 3   | Toilet, washroom and drinking water facilities at    |          |               |
|     | the ghats. It is also necessary to provide toilet    |          |               |
|     | facilities for the floating population assembling at |          |               |
|     | such congregations. Provision of mobile toilets      |          |               |
|     | may be one of the ways to address this problem.      |          |               |
| 4   | Adequate number of benches for sitting of people     |          |               |
| 5   | Lighting and matching landscape including items      |          |               |
|     | like fountains, flowerbeds etc                       |          |               |
| 6   | Development of approach roads, parking lots to       |          |               |
|     | facilitate easy access of beneficiaries              |          |               |
| 7   | Provision of commercial activities like kiosks for   |          |               |
|     | sale of eatables, boating etc. These facilities      |          |               |
|     | should operate on payand use/eat basis and,          |          |               |
|     | therefore, are expected to be selfsustaining.        |          |               |
| 8   | Given the size of congregations and diversity of     |          |               |
|     | the people assembling there suitable platforms for   |          |               |
|     | holding cultural and recreational programmes         |          |               |
|     | must be considered.                                  |          |               |
| 9   | Operation and Maintenance                            |          |               |
| 10  | Cost of land   |          |               |
|     | Grand Total  |          |               |

 Table 10.1: Cost estimate of River Front Development

#### **CHAPTER 11**

### SOLID WASTE MANAGEMENT PREPARATION OF FEASIBILITY REPORT

#### 11.1 NEED FOR PREPARING THE FEASIBILITY REPORT OF SOLID WASTE MANAGEMENT

The solid waste stored or dumped within a city, particularly on the bank of a river gets dumped into the river and pollutes it. Unless it is managed properly it constitutes public health hazard and spoils the environment and aesthetics of the town.

Every Urban Local Body should have proper arrangement to deal with solid waste generated in the town. Augmenting, operating and maintaining solid waste management system in a sustainable manner by urban local bodies would require considerable capital investment, introduction of latest environment friendly and cost effective technologies, Public-Private Partnerships (PPP) and introduction of appropriate waste management operation and maintenance practices. The ULB may prefer to remove all fixed bins / vats and install portable / movable bins and well-designed transfer stations to provide the city aesthetics at its best possible condition. It is, therefore, necessary to prepare a project for proper management of solid waste.

#### 11.2 RULES OF MUNICIPAL SOLID WASTE MANAGEMENT 2000

The Ministry of Environment and Forests has issued rules for Municipal Solid Wastes (Management and Handling) Rules, 1999 published in Sept 2000 (http://envfor.nic.in/legis/hsm/mswmhr.html). The Ministry of Urban Development has published a Manual on Municipal Solid Waste Management 2000 (http://urbanindia.nic.in/publicinfo/manual.htm). The guidelines in this manual should be followed in preparing the CSP and, FR of Solid Waste Management.

# 11.3 THE FEASIBILITY REPORT OF SWM TO BE PREPARED BY THE ULB

The ULB may prepare FR and after its approval, DPR may be prepared for SWM in the town. Such FR / DPR shall be prepared considering dovetailing of funds under JNNURM / UIDSST and after integration and synchronisation the programmes of MoEF under NGRBA / NRCP.

#### 11.4 DATA FOR FR OF SWM SCHEME

For preparing the FR and the DPR, data collected against chapters 2 may also be used for preparation of the reports for SWM.

#### 11.5 THE PLANNING PROCESS

with

Involving people in the preparation of Feasibility Report is required to spread the awareness of the problem and to enerate interest, among the stakeholders, in solving the problem.

Initial basic step is to collect and analyze data. After the data has been collected, feasible solution, from among those considered, should be selected by considering technical, economic, social and other factors.
## **11.6 DESIGN PERIOD**

Municipal Solid Waste Management involves activities associated with generation & segregation at source, storage, collection, transfer and transport (with segregation option), processing, recovery and disposal of solid waste, which is environmentally compatible adopting principles of waste minimization/ source reduction, material recycling, waste processing (energy & material recovery) & waste transformation.

Design life of land fill area should be typically for the range of 10 to 25 years.

While preparing a municipal solid waste management plan, the following design period (timeframe) involving all such activities as stated above should be decided depending upon the necessity of solid waste management plan:

- (i) Short-term plan 2-5 years
- (ii) Medium-term plan 5-15 years
- (iii) Long-term plan 15-25 years

## 11.7 COMPOSITION OF SOLID WASTE

Household waste, mostly generated from kitchen and other domestic activities, is the major part of MSW, which includes both bio- degradables and non-biodegradables.

## **11.7.1** Composition of Wastes

The composition of Municipal waste is as below:

- i. Domestic / Residential
- ii. Institutional
- iii. Commercial
- iv. Garbage (animal & vegetable wastes form market, hotel, restaurants and food stall)
- v. Rubbish
- vi. Ashes
- vii. Street sweeping
- vii. Construction & demolition wastes
- ix. Bulky wastes
- x. Hazardous (I/c bio-medical & industrial) wastes

The data on quality and quantity of the waste, by category, can be lumped together and used.

In the country per capita waste generation varies between 0.2 Kg to 0.6 Kg per day in cities with population ranging from 1.0 lakh to 50 lakh. Estimation of future population, as detailed in chapter-4 should be followed for assessing the quantum of MSW in short, medium & long term plan periods. However in the absence of sufficient data, an assessment may be made in the township taking into account increasing per capita waste generation of about 1.3% per year, and growth of urban population between 3% and 3.5% per annum, yearly increase in the overall quantity of solid waste in the cities is about 5%.

## **11.8 WASTE CHARACTERISTICS**

For preparing the DPR the physical and chemical characteristics of waste need to be determined after testing. Such laboratory reports shall form part of the DPR.

For preparing FR, the average values may be adopted based on results of the testing done in other cities of the State. The parameters on which data may be obtained

are as follows:

## **11.8.1 Physical Characteristics**

- a) Per capita solid waste generation
- b) Biodegradable quantity of waste
- c) Non-biodegradable quantity of waste
- d) Moisture content (% by weight)
- e) Average ash content and
- f) Calorific value of waste
- g) Quantity and type of recyclable waste
- h) Density (Kg/M3) & composition of waste

## **11.8.2** Chemical Characteristics

- a) Organic matter (%)
- b) NPK values (%)
- c) C/N ratio
- d) Calorific value (Kcal/Kg)

Chemical characteristics of MSW may be given in a table as annexure of the DPR.

## 11.9 SYSTEM DESIGN OF SOLID WASTE MANAGEMENT

## 11.9.1 Approach

The approach to solid waste management focuses on:

- i. Segregation of waste at source into biodegradable, non-biodegradable waste categories
- ii. Appropriate waste collection (both door to door & community bin system) and storage
- iii. Primary and cecondary transport of the waste to transfer stations (TS) and or disposal site.
- iv. Processing and treatment of the MSW for recovery of material & energy.
- v. Minimizing the waste to be disposed through sanitary land filling.
- vi. Public Private partnership for economic sustainability and proper handling and management of waste.
- vii. Decentralized / centralized processing of biodegradable waste to compost to utilize its nutrient value
- viii. Revenue earning from recyclable / reusable waste with the involvement of scavengers (above the age of 18 years), NGOs / CBOs:
- ix. The management of SWM can be divided into four functional units
  - Segregation at source, collection and storage at source
  - Transfer and transport
  - Processing and treatment
  - Disposal

Details of the above items and costs should be worked out in accordance with CPHEEO manual (http://urbanindia.nic.in/publicinfo/manual.htm).

## 11.10 PROCESSING AND TREATMENT

Waste processing should be aimed at minimization of the waste by recovering recyclable material and energy to ensure reduction in landfill space for final disposal of the waste. The ULBs may also consider to utilize 'Construction & demolition waste for making sub-base of road formation, filling low lying areas etc. The 'Green waste and street sweeping (particularly leafs, branch of trees etc.)' may be utilized for conversion to green manures in parks inside city. The various processes involved are segregating, composting, vermi-composting and recycling waste through value addition.

#### 11.10.1 Segregation

The waste can be segregated at various stages as;

- Sorting at the source: In areas where two bin system with door to door collection is followed, the waste shall be separated into Bio Degradable (BD) and Non Bio Degradable (NBD) waste.
- Sorting at the transfer station : At transfer station the manual sorting shall be done to sortout the recyclable / reusable waste from NBD into different components to be sold e.g. metals, glass ,plastic etc. and stored at the site.
- Sorting of the mixed waste shall have to be carried out into BD, recyclable/ reusable material and non-recyclable / non-reusable(NRU)
- Sorting of waste shall be required at the final disposal sites also before processing as some of the waste may be directly sent to the disposal site.

#### 11.10.2 Composting

The BD waste should be converted to manure by composting preferably through Public –Private Partnership.

#### 11.10.3 Vermi composting

Vermi-composting is decentralized method of SWM, which can be used to reduce the burden on the local body as well as economize the collection and transport component of SWM. For this the public be motivated to adopt this technology at individual house level or collectively. The cost of the method is low and suits the individual.

#### 11.11 FINAL DISPOSAL

For final disposal land fills may be constructed at suitable location. The location should be decided after consulting the people living in the vicinity. This will be used to dump all nonbiodegradable waste which is non-recyclable and non-reusable.

The proposal may include details of all infrastructural facilities and machinery required for collection, transportation, processing and disposal.

## 11.12 CRITERIA FOR DESIGN OF THE SWM SYSTEM

## **11.12.1 Design Population**

## 1. Population forecasting

The population projection figures may be used for the design of SWM system. The design periods given in the CPHEEO manual (http://urbanindia.nic.in/publicinfo/manual.htm) may be used.

## 11.13 PRIVATE SECTOR PARTICIPATION IN SWM

Involvement of the public and the private sector in collection, transportation, processing and the disposal should be explored.

## **11.14 RESOURCE RECOVERY**

Resource recovery from solid waste must be an integral part of the proposal. It can be through the following routes

- a) Waste to compost
- b) Waste to energy
- c) Recycling
- d) Any other feasible technology

Having discussed the sizes, capacities and numbers of major items that need to be incorporated in the Feasibility Report, the cost estimates should be prepared. The items that may need to be included are mentioned below.

## 11.15 ESTIMATING STAFF REQUIREMENTS FOR HANDLING VARIOUS KINDS OF WASTES

In ULB the following categories of staff are deployed on solid waste management. Their sanctioned strength at the time of preparation of FR should be compared with the required strength on the basis of norms which need to be developed for out put.

|    | Designation   | Number |
|----|---|--------|
| a) | Health Officer  |        |
| b) | Sanitary Inspectors                                       |        |
| c) | Jamadar   |        |
| d) | Sweepers  |        |
| e) | Loaders / Drivers (The present position of staff deployed |        |
|    | and that required on optimal norm may be worked out):     |        |

## Table 11.1: Estimation of Staff Required for SWM

## 11.16 COST ESTIMATE OF SOLID WASTE MANAGEMENT

Illustrative list of items for estimating cost of the System is given below:

| S.   | Details of Item                                    | Quantity | Cost/unit, | Total |
|------|--|----------|------------|-------|
| No.  |  |          | Rs.        | Cost, |
| 1.0  |  |          |            | lacs  |
| 1.0  | Collection and Storage System                      |          |            |       |
| 1.1  | HH / Community Bins / litter bins of various       |          |            |       |
| 1.0  | capacities   |          |            |       |
| 1.2  | Refuse compactor container of required capacity    |          |            |       |
| 1.3  | Dumper Placer container of required capacity :     |          |            |       |
| 1.4  | Wheel Barrow                                       |          |            |       |
| 1.5  | Six container pedal tricycle / hand carts          |          |            |       |
| 1.6  | Vehicle for collection and transfer                |          |            |       |
|      | Brooms / shovels / container for street            |          |            |       |
|      | sweeping   |          |            |       |
|      | Tractors, Dumper & Refuge                          |          |            |       |
|      | Sub Total  |          |            |       |
| 2.0  | Transfer Station (with proper fencing)             |          |            |       |
| 2.1  | Composting   |          |            |       |
| 3.0  | Waste Disposal site                                |          |            |       |
| 3.1  | Computerised weigh bridge 20 MT capacity           |          |            |       |
|      | including foundation and substructure              |          |            |       |
| 3.2  | Bull dozer   |          |            |       |
| 3.3  | Excavator  |          |            |       |
| 3.4  | Compactor  |          |            |       |
| 3.5  | Water tanker                                       |          |            |       |
| 3.6  | Tippers/ Tractor Trailers                          |          |            |       |
| 3.7  | Development of site office building, roads, water  |          |            |       |
|      | supply, lighting etc.                              |          |            |       |
| 3.8  | Composting   |          |            |       |
|      | a. Shredders                                       |          |            |       |
|      | b. Windrow turner                                  |          |            |       |
|      | c. Loader attachment                               |          |            |       |
| 2.0  | d. Screens   |          |            |       |
| 3.9  | Miscellaneous works and Miscellaneous              |          |            |       |
| 2.10 | Equipments including tackles and tools etc.        |          |            |       |
| 3.10 | Incinerator for carcass disposal                   |          |            |       |
| 3.11 |  |          |            |       |
| 3.12 | Environmental monitoring equipment                 |          |            |       |
| 5.15 | Iraining of personals for segregation of waste and |          |            |       |
|      | Working on plastic recycling machine               |          |            |       |
|      | improved crematoria with two platform 1 in each    |          |            |       |
| 2.14 | Improved ecometoria, with two pletform 1 in each   |          |            |       |
| 5.14 | zone   |          |            |       |
|      | Cub Tatal  | +        |            |       |
|      | Sub Total  |          |            |       |
|      |  |          |            |       |
| 4.0  | Sub 10tal  |          |            |       |
| 4.0  |  |          |            |       |
|      | Grand Total  |          |            |       |

 Table. 11.2: Illustrative list of items for estimating cost of the SWM

## **CHAPTER 12**

## AFFORESTATION

## **12.1 OBJECTIVES**

This activity may be proposed with the following objectives

- 1. To improve the aesthetics within the area covered by the boundaries of the scheme.
- 2. To check river bank erosion and as part of its beautification.

## **12.2 WHERE TO PLANT?**

Campuses of STPs, Pumping Stations, along Effluent Channels, Pathways and areas around Crematoria, areas around Bathing Ghats and CommunityToilet Complexes etc. Also, in open space belonging to ULB and available etc., river banks under the project area., and in the case of lakes erosion prone areas in the catchment.

## **12.3 WHAT SPECIES TO BE PLANTED?**

These are essentially to be avenue / aesthetic plantations and hence suitable local flowering tree species in consultation with local people and with active participation of NGOs who are working in that area may be selected. In case of plantations around STPs, Pumping Stations and along Effluent Channels, tall plants having dense foliage shall be planted. Selection of plant species may be done in consultation with State Forest Department. Plantation of revenue earning trees shall be made, as resource recovery, in the area of STP meant for future expansion.

## **12.4 IMPLEMENTING AGENCY**

In the States, to take up plantation is the responsibility of the State Forest Departments. They have the requisite expertise and infrastructure; they may be given the task to take up works of afforestation.

## 12.5 FINANCIAL NORMS FOR PLANTATION

Estimates should include provisions for maintenance for a period of 5 years including the planting year.

Provision for barbed wire fencing and / or tree guards may be kept based on requirement. For this detailed justification may be given. Low cost vegetative fencing should be encouraged.

Employment of watchmen for the purposes of protection may be proposed. Appropriate mechanism must be evolved for maintenance and protection of the plantations taken up under these guidelines by resorting to the concepts of social fencing with the involvement of NGOs, Paryavaran Vahinis, Ecoclubs, Forest Protection Committees, Panchayati Raj Institutions etc. This mechanism must be indicated in the DPR.

#### **12.6 RECORDS TO BE MAINTAINED**

The implementing agency will be required to meticulously maintain requisite documents like plantation registers including treatment map, measurement books, accounts etc. It will also diligently maintain every six months, the survival percentage of the plantations. A minus survival rate as specified by the State Forest Department is to be ensured.

#### 12.7 EVALUATION

Works may be monitored / evaluated through suitable entities.

#### **12.8 COST ESTIMATES**

They should be prepared in consultation with social forestry or local horticulture department and / or State Forest Department as the case may be.

## **CHAPTER 13**

## PUBLIC PARTICIPATION & PUBLIC AWARENESS AND STAKE HOLDERS CONSULTATION

## **13.1 INTRODUCTION**

Programmes like NRCP or NGRBA are for the preservation of natural resources and these are basically for the benefit and welfare of public. The benefits of involving public in the decision making process are immense. It greatly helps in increasing public understanding of pollution abatement and subsequently defusing conflicts on government action by generating support of beneficiaries. With a small investment on this activity many complex problems can be resolved. In the light of experience gained in the implementation of GAP and NRCP, it is now recognized that effective civil society / public participation can only bring about full success of the programme.

It is necessary to formulate an effective public education, awareness and participation programme as part of DPR so as to make them socially inclusive. The programme must take into consideration the following issues.

An expert agency with right kind of background and experience may be engaged to formulate Public Participation strategy.

Two types of outcomes are expected from this activity. The first one is public participation and through it agreement on complex issues like house connections, water conservation at household levels, proper collection of garbage so that it does not choke sewers/drains, sharing increased burden of O&M cost, proper lay out of sewerage systems and location of STPs, diffusing conflicts, if any, on programme components etc. This can be best achieved through consultation at various stages of project formulation and implementation. The second one is increasing public understanding about the programmes through awareness. This should be achieved through workshops, seminars, street plays, city runs and riverside walks. Active involvement of students and teachers community in schools and colleges can greatly help in achieving the objectives. Public can also play the role of a watchdog in supervising project implementation and operation and maintenance which would help improve the quality of the programme.

Emphasis may be placed on increasing public participation under NGRBA. Apart from hiring expert agencies for this purpose, arrangements to involve Nehru Yuva Kendra Sangathan have been put in place, which should be integrated with this component.

In the above background, a comprehensive programme giving details of the activities with timetable and cost involved should be prepared and presented in the DPR. This should be taken as a continuous activity right from the beginning of the programme and must continue in post commissioning stages also.

## **13.2 OBJECTIVE**

The objective should be to ensure that the communities are aware that

i. There is a need for conservation programme and that they will benefit from it.

- ii. There are costs involved in such programmes and part of the O&M burden will have to be borne by them,
- iii. The communities are effectively involved in all stages of the project cycle from conceptualisation, to preparation, to finalisation, to implementation and finally O & M.

## 13.3 PUBLIC AWARENESS AND PUBLIC PARTICIPATION AS FRONT END ACTIVITY

Public Awareness & Public Participation should be a front-end activity of the project.

The entire programme of conservation should be conceived, formulated, implemented, monitored and evaluated in close consultation with the stake holding communities following the approach of 'Participatory Appraisal'.

The agency that will plan, implement and coordinate the awareness campaign should be identified. With a view to focus on issues relating to protection and improvement and cleaning of rivers, a massive program of environment education and awareness is imperative. Centre and states may launch this campaign through a program of volunteers called **NATIONAL GREEN VOLUNTEERS**.

## **13.4 TARGET GROUPS**

- i. Local influential/Community leaders,
- ii. Local NGOs,
- iii. School teachers and students,
- iv. Elite groups and organisations like Rotary Club, Lions club, Associations and forums of writers and artists, etc.,
- v. Religious leaders and priests,
- vi. Representatives of industry and commerce,
- vii. Leaders of trade unions and organisations like safai karamchari sanghs,
- viii. Leaders of teachers and students associations,
- ix. Representatives of political parties including the elected office bearers and members of local bodies,
- x. Members of legislative assemblies, legislative councils and parliament representative of local constituencies,
- xi. Representatives of media viz. editors/correspondents of local press and key functionaries of local radio and TV stations,
- xii. Grassroot level functionaries of Municipalities and state government departments like public health, forestry, Jal Nigam, PWD, etc.,

## **13.5 ACTION POINTS FOR COMMUNITY AWARENESS**

- i. Action be taken to get the Urban Local Body (ULB) to discuss the issue of river pollution causes and effect and the need to take conservation measures.
- ii. Request the ULB to set up a Committee on Awareness Generation and Public Participation for the entire city. Members of the Lok Sabha and the Vidhan Sabha may be coopted as special invitees. In turn, the Committee should invite civil society organisations in the city that are active to participate in the Awareness Generation and Public Participation Programme.

- iii. With the involvement and help of the ULB Committee, or otherwise, for each ward identify an active NGO or promote a group of interested and committed people to be involved in Pollution Abatement Project.
- iv. The agency preparing the Pollution Abatement Project should prepare a plan of awareness generation and public participation and submit it to the Committee for approval. The plan could consider including the following activities, among others:
  - a) Print and electronic media including the local news papers should be invited and supported in covering the issue of pollution of the rivers.
  - b) A website may be created to provide facts about the state of sanitation, in particular, the degradation of the river.
  - c) Holding locality wise meetings and group discussions with influential people whereby the extent of river pollution, the related physical and human factors, the consequent health hazards and the possible remedial measures are highlighted through talks and technical presentations by the experts and social workers (Action: Identified NGO of reputation).
  - d) Motivating influential group to play a leading role in promoting environmental sanitation and community health, particularly prevention of river pollution (Action: Identified NGO of reputation).
  - e) Motivating and advising local NGOs to participate in outlining execution and follow up efforts of community action plans for ensuring a clean and healthy community life in general and protection of river water quality in particular (Action: Identified NGO of reputation).
  - f) Promoting schools as models of clean living and healthy environments and training school teachers and students as motivators and informal change agents for involving families and communities in clean river programmes in general and maintenance of toilets/bathing ghats/crematoria in particular (Action: Identified NGO with excellent track record of having rendered specialised services in the area).
  - g) Motivating school management programmes/events administrative and teaching faculty to organise special programmes for checking river pollution and plantation of trees on river banks (Action: Identified NGO and functionaries of the Department of Forestry).
  - h) Motivate the local influential trade, business, professional, social service, religious associations/chambers/Clubs and individuals to participate in awareness generation programme.
  - i) Inform, educate and invite potential investors to associate themselves in activities as solid and liquid waste management services through an effective strategy of public-private partnership. They can also sponsor plantations on river banks and adopting a certain planted area for protection and preservation.
  - j) Awaken, educate, organise and motivate religious leaders and priests to participate actively in river pollution control through such efforts as educating the masses, checking the dumping of

temple waste on the river bank and throwing of half burnt or unburnt dead bodies into the river (Action: NGO of reputation).

- Motivate the office bearers of trade unions and other professional organizations like teachers and students associated to win public support for their cause by rendering some fruitful service to the society. While doing so they may give highest priority to community health promotional measures like river pollution control and conservation of the quality of river water (Action: NGO of reputation).
- I) Motivate local MLAs and MPs and leaders of political parties to participate actively in the promotional efforts of community involvement for protecting river against the hazards of pollution-an effort, which shall pay them abundantly through the building of positive public opinions. They should also be motivated to form local level all party organisations/ forums to promote the measures of river pollution control. In addition, they should be motivated to take keen interest in the proper utilisation of the funds provided for river pollution. In addition, they should be persuaded to play effective liaison between the government and the people to ensure the timely completion of different programmes and activities undertaken by the Directorate of National River Conservation Programme (Action: NGO having a sound background of linkages with the legislative and political leaders).
- m) Motivate leading persons representing local press and electronic media infact, they need to be properly educated and encouraged to be conscious of their social commitment and social obligations. They should also be convinced that socially conscious media shall always be aptly recognised and enormously rewarded through the creation of a sound base of enlightened clientele group which in the long run will help them through the image building process. Accordingly, the editors and correspondents of local press, the officers and key functionaries of coverage to the aspect of river pollution control measures through the active involvement of the people (Action: NGOs of repute having a sound organisation infrastructure of public relations unit).
- n) Awaken, educate and encourage the grassroot level functionaries belonging to such departments of state govt. as local bodies like, public health, sewerage, forestry, water supply, public works, electricity, industry, tourism etc. to take special interest in the activities which are directly related to the aspect of river pollution control. They should be particularly motivated to be more conscious of their commitment and obligation to ensure the purity of river water so that the future of the present and coming generations of the society and so also the members of their own community is safe-guarded against health hazards. (Action: NGO having the background of specialised contribution to the area concerned).
- o) Organise campaigns to encourage the use of community toilets and discourage open defecation, especially on open land near river banks.

- p) In areas where there are sewers, encourage people to connect their houses to the sewer.
- q) Organise, for different sections, events such as essay, debates, posters, slogan, painting, script etc.

## 13.6 IMPORTANT STAGES OF STAKEHOLDER CONSULTATION AWARENESS GENERATION AND SECURING PUBLIC PARTICIPATION

- i. Stage of conceptualization
- ii. Exploration of the desirability of taking up pollution abatement of river
- iii. Preparation of Feasibility Report
- iv. Preparation of DPR
- v. Submission of the project to the State Government
- vi. Stage of sanction by the NRCD
- vii. During implementation
- viii. Any stage when obstacle if faced, say in identification of land needed for works.
- ix. Implementation of DPR
- x. Commissioning and evaluation

## **13.7 COST ESTIMATE**

A provision of 2%-3% of the project cost may be made for generation of public awareness and securing public participation. Various items of cost for which provision should be made are illustrated in the table below:

| Table 13.1: | Cost Estimate for | Public Awareness | and Public Participation |
|-------------|-------------------|------------------|--------------------------|
|             |                   |                  |                          |

| S. No.       | Item   | Basis of<br>Calculation<br>(Amount in | Total<br>Amount<br>Rs. In Lacs |  |
|--------------|--|---------------------------------------|--------------------------------|--|
|              |  | lacs of Rs.)                          |                                |  |
| A Mass       | Media  |                                       |                                |  |
| <b>1</b> (a) | Television (films and promotional for TV               |                                       |                                |  |
|              | Advertisement) (Professional grade                     |                                       |                                |  |
|              | digital recording)                                     |                                       |                                |  |
| <b>(b</b> )  | Advertisement of local Cable Network                   |                                       |                                |  |
| <b>2</b> (a) | Radio talks (preparation and subject expert charges)   |                                       |                                |  |
| <b>(b)</b>   | Advertisement in Local F.M.                            |                                       |                                |  |
| 3            | Print Media publicity in local papers, magazines etc.  |                                       |                                |  |
|              | Advertisement in the tourist guide books etc., Special |                                       |                                |  |
|              | features and commissioned articles                     |                                       |                                |  |
| 4            | Print material for Distribution including publicity on |                                       |                                |  |
|              | match boxes, stationary,                               |                                       |                                |  |
|              | stickers, etc.   |                                       |                                |  |
| 5            | Hoarding at strategic points in the city and on buses, |                                       |                                |  |
|              | rickshaws etc.   |                                       |                                |  |
| 6            | Website Development with hosting and updation for      |                                       |                                |  |
|              | three years  |                                       |                                |  |
| В.           | Events   |                                       |                                |  |
| 7            | Sponsoring / Organising Events like Puja, Local        |                                       |                                |  |
|              | Festivals etc.   |                                       |                                |  |

| S. No. | Item  | Basis of                  | Total        |
|--------|---|---------------------------|--------------|
|        |   | Calculation               | Amount       |
|        |   | (Amount m<br>lacs of Rs ) | KS. III Lacs |
| 8      | Preparation of Exhibition Material, Posters and<br>Organising these eventsrivere festival and run for the<br>river events                                     |                           |              |
| 9      | Special Cultural Events, Performances of Folk Media:<br>(Folk theatre, Folk Music, Folk Stories) Street Plays<br>(performances specially for slum localities) |                           |              |
| C.     | Groups and Meetings   |                           |              |
| 10     | Environmental Awareness at Schools Level (Talks,  |                           |              |
|        | Essay, painting competitions, debates, other activities 5 per ward per year for 3 years   |                           |              |
| 11     | Formation of Action Groups, Self help groups and<br>support to social groups/clubs for awareness<br>generation activities                                     |                           |              |
| 12     | Other Awareness activities like public meetings, public debates, Meetings with different Unions, felicitation of best workers etc.                            |                           |              |
|        | Total for Public Awareness and Public<br>Participation Activities   |                           |              |
|        | Grand Total   |                           |              |

## CHAPTER 14 TRAINING, HRD AND CAPACITY BUILDING

## 14.1 PHASES OF POLLUTION ABATEMENT PROJECT

A project passes through the following phases:

- 1. Problem identification
- 2. Conceptualisation
- 3. Project planning,
- 4. Project preparation
- 5. Project implementation,
- 6. Operation and maintenance
- 7. Monitoring and evaluation

## 14.2 DOMAINS OF KNOWLEDGE INVOLVED

- 1. Scientific and technical Water Quality, Aquatic Biology, Civil Engg, Electrical Engg, Mechanical Engg, Remote Sensing and GIS
- 2. Social sciences– stakeholders analysis; social survey,
- 3. Communication science: awareness generation and public participation
- 4. Financial & economic: financial evaluation of projects, raising of financial resources
- 5. Institutional: institutional effectiveness in performing its functions
- 6. Administrative: administrative aspects
- 7. Legal and regulatory: developing suitable laws and regulations for effective functioning of the ULB

## 14.2 HUMAN RESOURCE REQUIRED

Successful project preparation, implementation and management need the manpower with diverse expertise in the above domains of knowledge with relevant experience in similar works. Skill acquisition is achieved through Education, Training and Experience.

## **14.4 EDUCATION NEEDS**

The following table gives the required educational attainments of manpower.

| Stage of Project              | Requirement of Manpower |        |         |             |
|-------------------------------|-------------------------|--------|---------|-------------|
|                               | Highly educated         | Degree | Diploma | Certificate |
|                               | Master's Degree         | Level  | Level   | Level       |
| <b>Problem Identification</b> | V                       | V      |         |             |
| Conceptualization             | V                       | V      |         |             |
| Project Planning              | V                       | V      |         |             |
| Project Preparation           | V                       | V      | v       |             |
| Project Implementation        |                         | V      | v       | v           |
| O&M                           |                         | V      | v       | v           |
| Monitoring                    |                         | V      | v       |             |
| Evaluation                    | v                       | v      |         |             |

# Table 14.1: Educational Requirement of Staff Required for Pollution Abatement Projects

## 14.5 TRAINING NEEDS

Training needs of skilled manpower are met through short term training programmes of duration of a few days, weeks and months. But training can be imparted only if the trainee has the necessary educational attainment.

Regarding the projects that are under execution, after it has been commissioned, it is necessary that staff with proper training and experience is in place for O&M of assets. The responsibility of operation and maintenance of STPs and main pumping stations should rest with the contractor who supplied the plant, for 5 years after commissioning of the project. It should be ensured that the contractors/suppliers of equipments deploy properly trained and experienced staff for this work. Even if contractors and suppliers are bound by the contract to operate and maintain the equipment they supplied or erected, they should be required to

- i. Impart training to the identified personnel of the agency that owns the project and has the responsibility for its proper functioning.
- ii. Provide operating manuals of the equipment installed.

## **14.6 EXPERIENCE NEEDS**

These needs are met by the personnel working on real assignments. Those in charge of personnel management need to ensure that the needed experience is available to them with in the organization

## 14.7 FULFILLING MANPOWER NEEDS-MANPOWER DEVELOPMENT PLAN

The State Government, in the light of the state of degradation of their water resources, in particular of their rivers, should prepare a plan of capacity building and manpower development. It should consist of identifying academic disciplines in which personnel with postgraduate degree, undergraduate degree, diploma and certificate are needed and the numbers in each. The personnel that would, after education and training constitute, a pool of human resource that is equipped to handle the items of work, mentioned in these guidelines, including O&M should be identified. They should be sent to undergo suitable educational programmes and training programmes. A list of institutions of higher education should be prepared.

The number of people at various levels required for such projects should be estimated and the personnel should be posted on appropriate jobs.

Training need identification is a continuous process and in the identified subject areas training institutions can be requested to develop training programmes.

It is the responsibility of those in charge of Human Resource Development in the States – in the government and local bodies – to ensure that they have the necessary manpower resources with needed educational attainments, training and experience for undertaking the work arising out of the programme of pollution abatement of rivers.

Standing arrangement with institutions engaged in education and training can help the States to ensure that they are not short of the needed manpower.

In case of shortage of manpower in specific disciplines, suitable persons can be obtained on loan or on contract or the work can be assigned to an agency that has the capability to deliver.

## 14.8 CAPACITY BUILDING

Capacity is a function of two aspects, namely human resource and physical and financial resources. Human resource has been dealt with above. Physical resources imply equipping the staff deployed for this work with necessary financial resources and physical resources such as space, laboratory, tools etc. The DPR should incorporate the requirement of these resources for proper operation and maintenance and management of the project.

## **14.9 COST ESTIMATES**

Various activities involved in HRD and capacity building are mentioned in the following table.

| S. No | Items   | Cost (Rs. lacs) |
|-------|---|-----------------|
| 1     | Project Implementation Secretariat                            |                 |
| 1.1   | Office building, equipment and infrastructure for project     |                 |
|       | Implementation Secretariat and design cell                    |                 |
| 1.2   | Hiring of professional for design, management, technology,    |                 |
|       | monitoring  |                 |
| 1.3   | Establishment expenses during the project implementation,     |                 |
|       | audits, inspection including Staff salary                     |                 |
| 2     | Motivational Training, study tour and Skill development for   |                 |
|       | supervisors, safai karamchari, sanitary inspectors, officers, |                 |
|       | design cell etc   |                 |
| 3     | Monitoring Stations at different locations of air and water   |                 |
|       | quality in the city, STPs, rivers, bathing ponds              |                 |
| 4     | EIA assessment of works and evaluation after commissioning    |                 |
|       | of the project  |                 |
|       | Total   |                 |

#### Table 14.2 Cost Estimate of HRD and capacity building

## CHAPTER 15 PROJECT IMPLEMENTATION MECHANISM

The State Nodal Department must explore the possibility of promoting joint ventures in Public Private Partnership (PPP) or setting up a special purpose vehicle to implement these projects.

Projects under NGRBA and NRCP are funded on cost sharing in the ratio of 70:30 between MoEF and State Government or local body concerned. It is also stipulated that out of the share of State/local bodies, at least 1/3rd may come as direct public contribution. This stipulation is essential to inculcate the sense of ownership among beneficiaries to improve sustainability.

The State Government may employ a number of project executing agencies for different types of projects.

For the preparation of FR and DPR reputed professional consultants may be engaged by the State Government.

## CHAPTER 16 PROJECT MANAGEMENT & INSTITUTIONAL ISSUES

#### **16.1 INSTITUTIONS**

Pollution abatement of rivers involves a complex of issues and institutions.

It is, therefore, obvious that institutions associated with the programme should be assigned specific responsibilities at the State Level and the town level for preparation, implementation and management of projects so that the rivers can be maintained in good health.

#### 16.1.2 Establishment of Project Management Units in States

In those States where a number of river stretches are polluted and many projects have to be prepared, it is desirable to create a dedicated State Project Management Unit (SPMU) in the State Government, to take all measures related to matters of policy, programme, project formulation, implementation, regulation, operation and maintenance and management for pollution abatement and improvement of quality of waters in rivers and lakes in the State. In this unit the departments in charge of urban local bodies (municipalities and municipal corporations), environment, irrigation, forest, agriculture, rural development and finance should be represented.

#### 16.1.3 State Implementing Agency

The SPMU may appoint a State Implementing Agency. The organisation that handles projects related to water supply and waste water management in the State may be a natural choice for appointment as Implementing Agency. The implementing agency may be given the responsibility to coordinate, supervise, guide and manage the programme and projects of pollution abatement of rivers. It will work under the supervision and guidance of the SPMU and will be accountable to it. It will directly handle the Core Schemes while the Non Core Schemes will be handled by ULB, Irrigation Department and others as decided by the SPMU.

the State Implementing Agency should have a compact cell headed by an engineer who specialises in Environmental or Public Health engineering. The Cell should be equipped with computers, and suitable state-of- art software and usual equipment needed. The Cell may be provided access to necessary expertise in relevant disciplines including Remote Sensing & GIS, biology, environment, sociology, finance, communication, and urban administration. For this purpose, a panel of such experts drawn from institutions, preferably of the state government, may be maintained.

#### 16.1.4 Project Management Unit at the District / Town / City Level

Projects have to be framed in towns and districts involving work in sectors that are handled by different agencies. Thus, a pollution abatement project for a city will have a number of component schemes. Since the objective of different components is the same i.e., improvement of water quality, there is a need for coordinated and integrated action. Therefore, for preparation of projects and their implementation, a Project Management Unit (PMU) should be set up with the DM/DC/Collector or the Chairperson of the District Planning Unit under the Panchayati Raj System or the Mayor/ President of the ULB as the chairperson. It should have as members representative of the ULB in whose area the pollution abatement project is to come up, the district officers of the departments concerned with the schemes eligible for inclusion in the pollution abatement project. The representative of the state Implementing Agency should service the PMU and provide the necessary infrastructure and staff for it.

## 16.1.5 Functions of the State Implementing Agency

The SPMU should be responsible for proposing measures to the SPMU for maintaining ecological health and water quality of rivers in the state and obtaining approval. It may perform the following functions

- a) Assess the ecological, particularly water quality, status of the river systems in the state on the basis of data available with the SPCB, CPCB and other organisations or generated in various studies.
- b) Identify polluted stretches of rivers in the state that need to be restored.
- c) Identify sources that produce load of pollution that are responsible for degradation of the identified stretches. The sources could be cities and villages or industries. Since the source of pollution are many a project will have many component schemes.
- d) Select the sources from those in c) above for which projects for the abatement of pollution are to be prepared and implemented.
- e) Identify specific agencies for handling specific component schemes.
- f) Set up a Project Management Unit (PMU) for each city.
- g) Under their supervision and guidance get the PMU to:
  - i. Prepare city sanitation plans.
  - ii. Prepare DPRs of component schemes of projects as in d) above
  - iii. To under take survey and investigation to generate primary and collect secondary data for preparing the plans as above.
- h) Arrange timely and efficient implementation of projects which have been approved.
- i) Arrange quality control of all work done by them or under their supervision and guidance.
- j) Arrange monitoring and evaluation of the projects implemented.
- k) Decide, with the approval of SPMU, the mode of doing any work from amongst the following
  - i. Departmentally and the activities to be outsourced to consultants and contractors.
  - ii. Examine the feasibility of SPV/JV/PPP and decide on the mode to be adopted for a specific project and working out the necessary details of the mode chosen.
- 1) Set up a team for each scheme of which it has direct responsibility.
- m) Process proposals for seeking financial assistance.

## 16.1.6 Functions of the Project Management Unit at the district level

- i. It should perform the following functions
- ii. Allocate the component schemes to suitable agencies for preparation of project reports, their implementation, operation and maintenance and subsequent management.
- iii. Monitor progress of the schemes at different stages.
- iv. Coordinate the work of different agencies as there may be overlapping activities.
- iv. Keep the implementing agency informed of the progress.

## 16.1.7 Preparation of DPR Component Scheme Wise and Integrated Summary

Works are sanctioned only on the basis of a DPR. Each component scheme will have a DPR. Therefore, a pollution abatement project in respect of a city may have as many DPRs as the number of component schemes so that it is convenient to submit it to the funding agency. However, there should be a consolidated summary of all DPRs that gives an overall view of the project, its components and costs.

DPR is very crucial and forms the foundation for the success of efforts to improve the water quality of rivers and to achieve the objectives of the NRCP. Every care should be taken to ensure that it is of high quality and, therefore, preparation of DPR deserves to be treated as a project in itself.

## 16.1.8 Appointment of Team to Prepare DPR Departmentally

Every agency that is assigned a component scheme should appoint a team of competent staff to undertake different activities that are required to be performed at different stages of the scheme. The project reports can either be prepared departmentally if there is in-house capacity.

## 16.1.9 Appointment of Consultants to Prepare DPR

If it is felt that circumstances are such that it will be difficult to departmentally undertake all the activities involved in the preparation of the DPR, an outside agency can be appointed to undertake identified activities or prepare the entire DPR. However, care has to be exercised in selecting the agency. For selecting the agency Expression of Interest (EOI) may be invited from agencies and then selecting agencies that have the manpower, financial and physical resources to prepare the DPR. Papers for submitting the EOI have to be prepared carefully so that it can be ensured that all the information needed to evaluate the capacity, competence and suitability of the agencies is provided by the interested parties. Technical and financial offers may then be invited from the selected parties.

## 16.1.10 Responsibility for activities and schemes

The following table suggests the agencies that can be given responsibility for schemes

| Type of     | Item of work           | Planning and Implementing Agency              |
|-------------|------------------------|---|
| Schemes     |                        |   |
|             | Study of River and its | State Implementing Agency or Pollution        |
|             | basin                  | Abatement Cell                                |
|             | Selection of cities    |   |
| Swerage     | Sewerage Works &       | Institutions like Jal Nigams, Sewage Boards,  |
| Schemes     | STPs                   | PHEDs etc where they exist. In other places,  |
|             |                        | the State Level Agency will decide who should |
|             |                        | do the work.                                  |
|             |                        |   |
| Type of     | Item of work           | Planning and Implementing Agency              |
| Schemes     |                        |   |
| Non ewerage | Solid Waste            | ULB   |
| Schemes     |                        |   |
|             | CSS / CTC              | ULB   |
|             | Crematoria             | ULB   |
|             | Carcass disposal       | ULB   |
|             | Cattle Wallowing       | ULB   |
|             | Dairies                | ULB   |
|             | Dhobi ghats            | ULB   |
|             | Motor Garages          | ULB   |
|             | River Front            | Water Resources / Irrigation Department       |
|             | Development            |   |
| Plantation  | Plantation             | Respective Implementing Agencies in whose     |
|             |                        | schemes plantation is to be done              |

## **Table 16.1: Planning and Implementing Agencies**

## 16.2 MONITORING, SUPERVISION, GUIDANCE AND QUALITY CONTROL

Whether the DPR is prepared departmentally or by a Consultant, it is necessary for the implementing agency to arrange regular monitoring, supervision of activities involved in preparation of the DPR and provide guidance from time to time and exercise quality control. This should be done by the Cell's own staff or, if there is shortage of suitable expertise, help of suitable consultants can be taken.

## 16.3. IMPLEMENTATION OF DPR – EXECUTION OF WORKS PROPOSED IN THE DPR

Mode of Implementation:

For implementing the works in the DPR, there are a number of options available as described below:

- i. Departmental supervision,
- ii. Project management agency
- iii. Combination of above

## 16.4 INSTITUTIONAL ISSUES IN MANAGEMENT

## 16.4.1 Activities

In conservation and management there are a number of institutions dealing with activities including:

- i. Policy, strategy and programme formulation and their implementation
- ii. Supply of services
- iii. Development,
- iv. Management,
- v. Regulation and enforcement,
- vi. Coordination with national, state and local organisations.

## 16.4.2 Overlap in roles of institutions:

The role of three bodies is very crucial. These are:

- i. Municipality which is responsible for sanitation in the city,
- ii. City Development Authority which regulates the new colonies
- iii. State Pollution Control Board, which is responsible for ensuring compliance by industry of the standards, prescribed under the Environmental Protection Act for effluent, solid waste and air emissions.
- iv. State Agencies performing functions of municipal bodies relating to water and waste water.
- v. District administration

Many times there is an overlap in roles of several bodies with the result that the efficiency with which the function should be performed suffers. The state Government needs to resolve such overlaps. The role of each institution involved needs to be very clearly specified.

In the chapter on collection of secondary data, data that will reflect the strengths and weaknesses of the ULB and other institutions working in the city -, is required to be collected.

This needs to be analysed to identify the areas where remedial measures are needed.

The PMU should solve any issues that may arise.

## 16.3 COST ESTIMATE OF INSTITUTIONAL ARRANGEMENTS

Since the SPMU will be a State Government body having all infrastructure of the Government, it does not need any financial support. The state implementing agency and the PMU will need financial support. Illustrative items for which funds may be required are mentioned below.

# Table 16.2: Cost Estimate of Institutional arrangements - State Level Implementing Agency

| S. No | Items   | Cost (Rs. lacs) |
|-------|---|-----------------|
| 1.1   | Infrastructure and equipment such as computers, CAD |                 |
| 1.2   | Hiring of professional                              |                 |
| 1.3   | Establishment expenses                              |                 |
| 1.4   | Project related expenses                            |                 |
| 1.5   | Miscellaneous items                                 |                 |
|       | Total   |                 |

## Table 16.3: Cost Estimate of Project Management Unit in the District/City

| S. No | Items   | Cost (Rs. lacs) |
|-------|---|-----------------|
| 2.1   | Infrastructure and equipment such as computers, CAD |                 |
| 2.2   | Hiring of servic                                    |                 |
| 2.3   | Establishment expenses                              |                 |
| 2.4   | Data collection                                     |                 |
| 2.5   | Survey & investigation                              |                 |
| 2.6   | Miscellaneous items                                 |                 |
|       | Total   |                 |

Project preparation and implementation cell for specific projects agency wise

An estimate of expenses required for each component on the above lines should be prepared.

## CHAPTER 17 PERFORMANCE MONITORING

The programme aims at improving the water quality of river and sanitary conditions in the city. Benchmarks are already available as designated best use quality with regard to the river water quality. The success of the programme would be established if the benchmark water quality is achieved.

STPs and pumping stations and their impact on water quality of the river. It would be preferable if the monitoring is done by an independent agency appointed by the project implementing agency. Engineering educational institutions available in the city or in the State or office of the State Pollution Control Board may be considered as appropriate agencies for this purpose.

A detailed plan of monitoring the performance of assets as well as the outcome of project, which is reflected in the river water quality, must be prepared covering, among other things, the name of the monitoring agency, parameters to be monitored and their frequencies and presented in the DPR. The NRCD has a programme of water quality monitoring. This work is assigned by NRCD to reputed academic / R&D institutions and the NRCD bears the expenses of this work. However, there is a need for a dedicated person to collect data from the monitoring institution, study and analyse it to see if any corrective measure is required to be taken at the local level. Expenditure on this dedicated cell should be included in the cost estimates.

## CHAPTER 18 COMPLETION SCHEDULE

Completion schedule for every scheme should be prepared and should be watched by the implementing agency.

Generally completion schedules are prepared without considering the odds that would be faced during its implementation and hence most projects are delayed. Completion schedule should, therefore, be prepared on a realistic basis. It should be presented in the form of a PERT/CPM and gantt chart for monitoring purposes.

Completion schedule should be accompanied by a quarterly physical and financial progress schedule. This should form the basis of monitoring of expenditure and obtaining grants from MoEF on a quarterly basis. Upon completion of the project, a completion report is submitted in a standard format. This format should be presented in the DPR and is given at Annexure - 8.

Utilization certificates for the funds released by MoEF shall be submitted in the formats given at Annexure 12.

## CHAPTER 19 COST ESTIMATES

## **Estimation of Cost of Some Items**

Each of the following items has been treated as a component scheme. These items are common to all the component schemes in the town. The funds allocated for these schemes are expected to cater to the requirements of all component schemes in the town.

- i. Awareness generation and public participation
- ii. Training, human resources development and capacity building
- iii. Institutional development & strengthening
- iv. Monitoring & evaluation

Based on survey and investigation, data collection and design criteria, detailed estimates may be prepared, as given in the respective chapter. The abstract of cost may be provided in the format given in the table below, under the following subheads for each scheme:

| S. | Items   | Amount                            |
|----|---|-----------------------------------|
| No |   |                                   |
| 1  | Land Acquisition scheme – this cost is to be borne by the | As in the respective chapter      |
|    | State Government / IA                                     |                                   |
| 2  | Interception & Diversion Including Internal Sewers        | See the chapter on I&D and Sewage |
|    | a   | Treatment                         |
| 3  | Sewage Treatment  | "                                 |
| 4  | Community Toilet Complexes                                | See chapter on CTC                |
| 5  | Crematoria  | See chapter on Crematoria         |
| 6  | Abatement of Other Non Point Sources of Pollution         | See the concerned chapter         |
| 7  | River Front Development Works                             | "                                 |
| 8  | Plantation  | دد                                |
| 9  | Municipal Solid & Biomedical Waste management             | "                                 |
| 10 | Tools & Plant for maintenance of Works                    | See table on Centages             |
| 11 | Any other identified scheme                               | .د                                |
| 12 | Monitoring & Evaluation                                   | See the concerened chapter        |
| 13 | Awareness and Public Participation                        | "                                 |
| 14 | Training, Human Resources Development and Capacity        | u u                               |
|    | Building  |                                   |
| 15 | Institutional Development & Strengthening                 |                                   |
| 16 | Centage   |                                   |
| 17 | As provided in the Table 1.1 given in                     |                                   |
| 18 | the chapter 1   |                                   |
| 19 |   |                                   |
| 20 | Total cost of project                                     |                                   |
| 21 | Operation & Maintenance for first 5 years of              |                                   |
|    | commissioning of project (of all Schemes)                 |                                   |
|    | Grand Total   |                                   |

Cost of land is an important element of cost estimate. On many occasions, land is to be acquired involving an elaborate procedure under the land acquisition act. Projects are often delayed on this account. Such situations must be avoided.

Cost estimates of other components should be prepared in standard formats. These should be based on the detailed bill of quantities, specifications of materials structures and rates as per the latest SORs. It is generally seen that latest and updated SORs are always not available for the city. This results in underestimation of cost involving revision in cost. It is necessary to note that NRCD does not entertain any revised cost estimate after the project is approved and revision in cost, if any, would have to be borne by the implementing agency only. Care should, therefore, be taken that estimates are prepared taking the following into consideration:

Latest and updated SORs are used for scheduled items of work. Non-schedule items, if any, should be estimated on the basis of the current market price.

It takes some time to complete the DPR and then submit it to NRCD through State Government and finally appraisal and approval of DPR in NRCD. Sometimes, when the project cost is high, the proposal may require approvals at higher levels in Government which is a time consuming process. Therefore, implementing agency should be able to foresee escalation, if any, in the cost on this account and should make appropriate provisions in the project cost accordingly.

Bills of quantities and specifications must be presented in a separate volume.

For each major component, the estimated cost needs to be justified. For this purpose, it would be advisable to compare the cost estimate with that of a similar one approved earlier after necessary updating. This would help expediting approval in NRCD.

Necessary provision may be made in the estimate - for Centage as approved by NRCD.

The DPR would also be used for preparation of NIT and tendering the project. It should, therefore, contain complete engineering drawings, longitudinal sections etc. of the proposal that would be needed for NIT as well as monitoring of project implementation.

## CHAPTER 20 EXECUTIVE SUMMARY AND CHECK LISTS

## 20.1 REQUIREMENT TO PREPARE EXECUTIVE SUMMARY AND CHECK LISTS OF ALL SCHEMES

The City Sanitation Plan (CSP), Feasibility Report of Sewerage Schemes and DPRs of all Schemes should contain an executive summary and a check list. There should also be an integrated executive summary and check list of the pollution abatement project as a whole.

Cost estimates of the project should also be prepared funding agency wise. Thus, one part should contain schemes to be funded by NRCD, another part to be funded by MoUD and other parts for other funding agencies, if any. In the executive summary the main items of every chapter should be covered.

#### 20.2 CHECK LISTS

The various check lists are given below:

#### a) Check List of City Sanitation Plan

| S.  | Parameters  | Yes | No |
|-----|---|-----|----|
| No. |   |     |    |
| 1   | Has the available data of the polluted stretch of the river basin |     |    |
|     | been collected?   |     |    |
| 2   | Have the maps of the river basin and the city been prepared?      |     |    |
| 1   | Has the city been selected after studying the status of water     |     |    |
|     | quality of the river in the entire stretch in the state?          |     |    |
| 2   | Has the problem of pollution with its causes been identified      |     |    |
| 3   | Have all the sources of pollution of river been identified        |     |    |
| 4   | Has the information of toilet facilities available in slums and   |     |    |
|     | elsewhere been collected  |     |    |
| 5   | Has the condition of ghats been ascertained?                      |     |    |
| 6   | Has the expected outcome of pollution abatement project been      |     |    |
|     | spelt out in terms of improvement of water quality and of         |     |    |
|     | environment in the city been spelt out?                           |     |    |
| 7   | Has the present system of management of waste water and other     |     |    |
|     | works been studied  |     |    |
| 8   | Have areas requiring up gradation of existing system of waste     |     |    |
|     | water management been identified.                                 |     |    |
|     | Have areas where sewers to be laid been identified?               |     |    |
|     | Have drainage areas and sewage districts been identified?         |     |    |
|     | Has the need for following Schemes been examined?                 |     |    |
|     | (i) SWM   |     |    |
|     | (ii) Community toilet   |     |    |
|     | (iii) River front development                                     |     |    |
|     | (iv) Other non-pint sources of pollution                          |     |    |
|     | Have agencies that will be assigned the preparation of            |     |    |
|     | Component Schemes been identified?                                |     |    |
|     | Has executive summary been prepared?                              |     |    |

## b) Check list of Feasibility Report of Sewerage Schemes

| S.  | Parameters   | Yes | No |
|-----|--|-----|----|
| No. |  |     |    |
| 1   | Has the CSP been approved?   |     |    |
| 2   | Has the problem of pollution with its causes been identified ?         |     |    |
| 3   | Has the expected outcome been spelt out ?                              |     |    |
| 4   | Has all available data relating to the city being necessary for FR and |     |    |
|     | indicated in the Guidelines been collected?                            |     |    |
| 5   | Have maps of the city been prepared?                                   |     |    |
| 6   | Has the present system of management of waste water and                |     |    |
|     | other works been studied ?   |     |    |
| 7   | Have areas requiring upgradation of existing system of waste           |     |    |
|     | water management been identified?                                      |     |    |
| 8   | Have areas where sewers to be laid been identified?                    |     |    |
| 9   | Have drainage areas and sewage districts been identified?              |     |    |
| 10  | Have alternative systems of waste water management been                |     |    |
|     | worked out?  |     |    |
| 11  | Has feasibility of options been worked out?                            |     |    |
| 12  | Has life cycle costs of options been worked out?                       |     |    |
| 13  | Have alternative options been evaluated and the most cost              |     |    |
|     | effective and sustainable option selected?                             |     |    |
| 14  | Has land requirement and its availability been examined?               |     |    |
| 15  | Has executive summary been prepared?                                   |     |    |
| 16  | Executive Summary attached   |     |    |

## c) Checklist for DPRs of Community Toilet Complexes

| S.  | Parameters  | Yes           | No         |
|-----|---|---------------|------------|
| No. |   | ( <b>II</b> ) | <b>(x)</b> |
| 1   | Approval of CSP by MoEF   |               |            |
| 2   | Executive Summary   |               |            |
| 3   | Monitoring of DPR preparation at higher levels                  |               |            |
| 4   | Preparation of digitised map giving location of CTCs            |               |            |
| 5   | Baseline data and current status of utilisation of existing CTC |               |            |
| 6   | Consultations with stakeholders to identify CTC locations       |               |            |
| 7   | Availability of land for such locations                         |               |            |
| 8   | Selection of agency for pay-and-use operation                   |               |            |
| 9   | Confirmation of State Government/local body to share 30% co     |               |            |
| 10  | Programme of public education and awareness                     |               |            |
| 11  | Use of latest SoRs for preparation of cost estimates            |               |            |
| 12  | Justification of cost estimate                                  |               |            |
| 13  | Proposal for performance monitoring                             |               |            |
| 14  | Completion schedule   |               |            |

| S.  | Parameters   | Yes  | No  |
|-----|--|------|-----|
| No. |  | (11) | (X) |
| 1   | Details of total sub-projects proposed for the city                |      |     |
| 2   | Executive Summary  |      |     |
| 3   | Monitoring of DPR preparation at higher levels                     |      |     |
| 4   | Preparation of digitised map giving complete details               |      |     |
| 5   | Consultations with stakeholders                                    |      |     |
| 6   | Current river water quality status along the city                  |      |     |
| 7   | Life cycle cost analysis for selecting treatment options           |      |     |
| 8   | Acquisition of land -  |      |     |
| 9   | Inclusion of O&M cost for first 5 years of completion in the       |      |     |
|     | estimate   |      |     |
| 10  | Confirmation of State Government/local body to share 30% cost      |      |     |
| 11  | Inclusion of resource recovery component in the proposal           |      |     |
| 12  | Completion schedule  |      |     |
| 13  | Programme of public education and awareness                        |      |     |
| 14  | Programme of training and capacity building                        |      |     |
| 15  | Use of latest SoRs for preparation of cost estimates               |      |     |
| 16  | Justification of cost estimate                                     |      |     |
| 17  | Assessment of quality and quantity of wastewater as per guidelines |      |     |
| 18  | Inclusion of all features on the city map as mentioned in para 2.4 |      |     |
|     | Review of sewer system designed by consultant at the level of      |      |     |
|     | department   |      |     |
| 19  | Analysis of centralised vs decentralised options for locating STPs |      |     |
| 20  | Life Cycle Cost analysis for technology of STP                     |      |     |
| 21  | Public acceptance for house connections                            |      |     |
| 22  | Provision of dedicated feeders for uninterrupted power supply      |      |     |
| 23  | List of grossly polluting industries with their current status and |      |     |
|     | monitoring plan  |      |     |
| 24  | Projections of improvement in river water quality after completion |      |     |
|     | of the project and proposal for performance monitoring             |      |     |

## d) Checklist for Sewerage and STP DPRs

## e) Training, HRD and Capacity Building

| <b>S.</b> N | Parameters  | Yes | No |
|-------------|---|-----|----|
| 1           | Domains of knowledge or disciplines identified?                           |     |    |
| 2           | Education needs for each domain identified?                               |     |    |
| 3           | Training needs for each domain identified?                                |     |    |
| 4           | Experience needs of each domain identified?                               |     |    |
| 5           | Physical (Space, equipment and infrastructure) needs for capacity         |     |    |
|             | building identified?  |     |    |
| 6           | Individuals identified for education, training and experience identified? |     |    |
| 7           | Cost estimates prepared for the project broken in to annual requirement?  |     |    |
| 8           | Name of organisation preparing the component of project mentioned?        |     |    |
| 9           | Guidelines followed?  |     |    |
| 10          | Schedule of activities / PERT chart prepared?                             |     |    |
| 11          | Executive Summary Enclosed?   |     |    |

## f) Afforestation

| <b>S.</b> N | Parameters  | Yes | No |
|-------------|---|-----|----|
| 1           | Places for undertaking plantation identified?                       |     |    |
| 2           | Forest Department engaged to undertake plantation?                  |     |    |
| 3           | Estimates of cost made in accordance with the norms?                |     |    |
| 4           | Arrangement made for undertaking evaluation made?                   |     |    |
| 5           | Name of organisation preparing this component of project mentioned? |     |    |
| 6           | Guidelines followed?  |     |    |
| 7           | Schedule of activities / PERT chart prepared?                       |     |    |
| 8           | Executive Summary Enclosed?   |     |    |

## g) Public Participation and Public Awareness (PP & PA)

| <b>S.</b> N | Parameters  | Yes | No |
|-------------|---|-----|----|
| 1           | Names of members of Project team mentioned?                         |     |    |
| 2           | Project Components for which the PP & PA to be prepared identified? |     |    |
| 3           | National Green Volunteers agreed to undertake the programme?        |     |    |
| 4           | Public Awareness and Public Participation plan for each component   |     |    |
|             | prepared?   |     |    |
| 5           | Target groups for each component project identified?                |     |    |
| 6           | For each target group the complex of measures for generation of     |     |    |
|             | awareness and public particitpation identified?                     |     |    |
| 7           | Stages of stakeholder consultation identified?                      |     |    |
| 8           | Cost estimates for each component project prepared?                 |     |    |
| 1           | Guidelines followed?  |     |    |
| 2           | Schedule of activities / PERT chart prepared?                       |     |    |
| 3           | Executive Summary Enclosed?   |     |    |

## h) Solid Waste Management

| <b>S.</b> N | Parameters  | Yes | No |
|-------------|---|-----|----|
| 1           | ULB assigned the responsibility to prepare the Project Report of this |     |    |
|             | component?  |     |    |
| 2           | Have the guidelines of NRCD and those of Manual on Municipal Solid    |     |    |
|             | Waste Management 2000 been followed? http://urbanindia.nic.in/        |     |    |
|             | publicinfo/manual.htm   |     |    |
| 3           | Short term, Medium term and Long term plan prepared?                  |     |    |
| 4           | Information about different categories of waste quantity and          |     |    |
|             | characteristics collected?  |     |    |
| 5           | Provision for collection & storage and transportation made?           |     |    |
| 6           | Site for garbage dumping side identified?                             |     |    |
| 7           | Private sector participation explored?                                |     |    |
| 8           | Resource recovery included as a component?                            |     |    |
| 9           | Plan for HRD, capacity building, Public Awareness and Public          |     |    |
|             | Participation prepared?   |     |    |
| 10          | Guidelines followed?  |     |    |
| 11          | Schedule of activities / PERT chart prepared?                         |     |    |
| 12          | Executive Summary Enclosed?   |     |    |

## i) Crematoria

| <b>S.</b> N | Parameters   | Yes | No |
|-------------|--|-----|----|
| 1           | ULB assigned the responsibility to prepare the Project Report of   |     |    |
|             | this component?  |     |    |
| 2           | Baseline status of each wood based cremation ground ascertained?   |     |    |
| i           | Population served  |     |    |
| ii          | No of platforms  |     |    |
| iii         | Average no of cremations /day                                      |     |    |
| iv          | Average wood consumption   |     |    |
| v           | Avereage time taken in each cremation                              |     |    |
| 3           | Field Investigations carried out to determine the need for         |     |    |
| i           | Cover new habitations  |     |    |
| ii          | Upgradation of existing crematoria                                 |     |    |
| ii          | Demand for EC, or IWC asceretained?                                |     |    |
| 4           | Design criteria  |     |    |
| i           | Specifications prescribed for the crematoria electric, gas or wood |     |    |
|             | followed?  |     |    |
| 5           | Cost estimates   |     |    |
| i           | Are they based on quotations obtained for EC or Gas based          |     |    |
| ii          | Has provision been made for civil works                            |     |    |
| 6           | Sites for new crematoria identified?                               |     |    |
| 7           | Private sector participation explored?                             |     |    |
| 9           | <b>Resource recovery included as a component?</b>                  |     |    |
| 9           | Plan for HRD, capacity building, Public Awareness and Public       |     |    |
|             | Participation prepared?  |     |    |
| 10          | Guidelines followed?   |     |    |
| 11          | Schedule of activities / PERT chart prepared?                      |     |    |
| 12          | Executive Summary Enclosed?  |     |    |

## CHAPTER 21 PROCESSES IN PROJECT PREPARATION

## 21.1 DPR FOR EACH COMPONENT SCHEME OF POLLUTION ABATEMENT PROJECT

A project for the abatement of pollution of a river consists of many components. Different components are within the area of responsibility of different organisations and the funding sources may also be different. Since the DPR forms the basis of consideration for the grant of financial assistance, for each component there should be a DPR. It is necessary that it should be self contained.

## 21.2 PROCESSES IN PREPARATION AND PROCESSING OF DPR- FLOW CHART

The processes involved are given in the flow chart figure 1. The chart is self explanatory. It will be seen that preparation of the city sanitation plan of the identified city is the first step. The schemes, which need to be implemented for improving the river water quality, are identified in the CSP. The CSP also identifies the agencies that have responsibility of different schemes. While the preparation of the DPRs of the sewerage schemes of interception and diversion of Wastewater is to be preceded by feasibility report, the DPRs of non-sewerage schemes may be prepared without preparing their feasibility report.

The CSP should be under go public consultation at the stage shown in the Flow Chart. Likewise DPRs of non-sewerage schemes and the feasibility report of sewerage schemes should also undergo consultation at the stage shown in the flow chart. The plans/reports that are subjected to public consultation should be finalized incorporating the results of these consultations.

All DPRs need to be submitted to the SPMU through the District PMU and the State implementing agency, which will submit to the NRCD. The DPRs of schemes that are eligible for funding by other Ministries / Departments should be submitted to them under intimation to the NRCD.

The processes and the activities shown in the flow chart, figure 22.1 should be invariably followed.

## 21.3 SUGGESTIVE STRUCTURES FOR PROJECT REPORTS

In order to ensure that the required items are covered in the project reports, the contents of chapters to be covered in the following reports are suggested:

- i. City Sanitation Plan (Annexure 9)
- ii. Feasibility Scheme of Sewerage Scheme (Annexure 10)
- iii. Detailed Project Report (Annexure 11)

For reports of non sewerage works there is no structure suggested as these will be site specific.



# ANNEXURES

## **ANNEXURE-1**

#### NATIONAL RIVER CONSERVATION PLAN (NRCP) SCHEME

(As applicable so far)

#### 1.0 Objective

To improve the water quality of major rivers, which are the major fresh water source in the country, through the implementation of pollution abatement Schemes.

## 2.0 Brief History

The river-cleaning programme of the Ministry of Environment and Forests was started with the launching of the Ganga Action Plan GAP) in 1985. A Central Ganga Authority under the Prime Minister was constituted to finalize the policy framework and to oversee the implementation of the Action Plan. Chief Ministries of concerned States, Union Ministers and Secretaries of the concerned Central Ministries and experts were its members. GAP was later extended to GAP Phase-II in 1993 and then to NRCP in 1995. GAP Phase-II was merged into NRCP in December 1996. Since then a single Scheme of NRCP is under implementation as a Centrally Sponsored Scheme. The CGA was re-named as National River Conservation Authority (NRCA) with a larger mandate to cover all the programmes supported by the National River Conservation Directorate.

The functions of the NRCA are as follows:

- i) To lay down, promote and approve appropriate policies and programmes (long and shortterm) to achieve the objectives.
- ii) To examine and approve the priorities of the National River Conservation Plan.
- iii) To mobilize necessary financial resources.
- iv) To review the progress of implementation of approved programmes and give necessary directions to the Steering Committee, and
- v) To take all such measures as may be necessary to achieve the objectives.

Ganga Action Plan (GAP) Phase-I was started in 1985 as a 100% centrally funded Scheme. The main objective of GAP was to improve the water quality of Ganga to acceptable standards by preventing the pollution load reaching the river. Under GAP Phase-I pollution abatement works were taken up in 21 class-I towns in UP, Bihar and West Bengal. This Phase has been declared complete on 31st March 2000 at a cost of Rs. 451.70 crore.

GAP Phase-I was extended to GAP Phase-II approved in stages between 1993 to 1996, which covered the river Ganga and its major tributaries viz., Yamuna, Gomati and Damodar. This action plan covers pollution abatement works in 95 towns along the polluted stretches of four rivers spread over seven States. The total approved cost of this action plan is Rs. 1498.86 crore which was approved on 50:50 cost sharing basis between the Centre and the State Governments.

Later, however, it was felt that the river conservation activity needed to be extended to other rivers of the country also. Accordingly, the existing Scheme was merged into a National River Conservation Plan. National River Conservation Plan (NRCP) was approved for Rs. 772.08 crore in 1995 on 50:50
cost sharing basis between the Centre and the State Government. The then Ganga Project Directorate was converted into National River Conservation Directorate for servicing the National River Conservation Authority and the Steering Committee. The objective of National River Conservation Plan being to improve the water quality of the major rivers which are the major fresh water source in the country through the implementation of pollution abatement Schemes. It covered pollution abatement works in 46 towns along the polluted stretches of 18 rivers spread over 10 States. The Ganga Action Plan Phase-II was merged with NRCP in December 1996. Seven additional towns of Tamil Nadu were approved in January 2001 at a cost of Rs. 575.30 crore on this funding pattern.

NRCP was converted into a 100% centrally funded Scheme on the lines of GAP Phase –I in November 1998. The land cost was however, to be borne by the States. Chennai Waterways in Tamil Nadu were approved in September 2000 at a cost of Rs. 491.52 crore and Yamuna Action Plan (extended phase) was approved in May, 2001 at a cost of Rs. 222.60 crore based on this funding pattern.

In a meeting of the National River Conservation Authority held in March, 2001 under the Chairmanship of Prime Minister of India., it was decided to adopt an integrated approach for the river cleaning programmes; and that all future works would be shared on a 70:30 basis between the Centre and the State Governments. Of the State share, the share of public shall be minimum of 10% of the total costs.

#### 3.0 Activities covered

The activities under NRCP include the following: -

- Interception and Diversion works to capture the raw sewage flowing into the river through open drains and divert them for treatment.
- Sewage Treatment Plants for treating the diverted sewage.
- Low Cost Sanitation works to prevent open defecation on riverbanks.
- Electric Crematoria and Improved Wood Crematoria to conserve the use of wood and help in ensuring proper cremation of bodies brought to the burning ghats.
- River Front Development works such as improvement of bathing ghats.
- Public awareness and public participation.
- HRD, capacity building, training and research in the area of River Conservation.
- Other miscellaneous works depend upon location specific conditions including the interface with human population.

#### 4.0 Funding Pattern

- NRCD/Government of India shall bear upto 70% of the Project cost.
- States and Local Bodies shall bear 30% of the Project cost of which the share of public would be a minimum of 10% to ensure public participation in the project.
- The O&M shall be a part of the project and the costs thereon shall be borne entirely by the State and local bodies for which additional resources have to be emonstrably raised and committed to O&M.

- The Local Bodies may raise loans from financial institutions such as HUDCO to contribute their share.
- If there is a cost overrun in a project because of delay, inflation or any other reason, the contribution of NRCD/Government shall be limited to its contribution amount initially agreed. Any additional expense on account of any increase in cost shall be borne by the concerned State Government.
- In addition NRCD/Government of India may undertake itself or commission projects to other institutions, voluntary agencies etc. also.

#### 5.0 Mechanism of implementation and monitoring

Projects or River Action Plans are considered by the Govt. on the basis of prefeasibility report estimates prepared by the State Govts. After the project is approved in principle, detailed project reports (DPR) with firmed up cost estimates for various sub-components are prepared by the State Govts./Project proponents. These DPRs are appraised and approved by the Ministry following which administrative Approval and Expenditure Sanctions are issued. On the basis of these sanctions, the State Governments / implementing agencies award contracts according to their own policy and rules.

Progress of implementation is monitored by both the State Implementing Agencies and the Ministry through a multi-tier monitoring mechanism. This includes:

#### 5.1 State Level

- i) The progress monitoring by a team of field engineers on a day to day basis.
- ii) Monthly review of progress at the Chief Executive level of the nodal implementing agency.
- iii) Citizen's Monitoring Committee in each town to review the progress and provide inputs for public participation and involvement.
- iv) Periodical review by the Divisional Project Monitoring Cells.
- v) Periodical review of progress by a State Steering Committee chaired by the concerned Chief Secretaries.
- vi) Periodical review by a High Powered Committee under the Chairmanship of Chief Minister.

#### 5.2 Central Level

- i) Regular review by NRCD officials including frequent site visits.
- ii) Regular review by NRCD Project Director.
- iii) Quarterly review of progress by a Steering Committee headed by Secretary of the Ministry. Chief Secretaries of the concerned States and experts in the Public Health Engineering and other related areas are the members of this Committee.
- iv) Quarterly review of progress of scientific and technical aspects of the programme as well as the impact of works on the river water quality by a Monitoring Committee headed by Members Environment, Planning Commission.
- v) Periodical review by a Standing Committee of NRCA headed by the Union Minister of Environment & Forests.

vi) Periodical review of progress by the National River Conservation Authority headed by Prime Minister. The concerned Chief Ministers, among others, are the members of this Committee

# 6.0 Highlights of the works Undertaken under NRCP

| Towns Covered                          | 172              |
|--|------------------|
| Rivers Covered                         | 38               |
| States Covered                         | 20               |
| Sanctioned Cost of DPR                 | Rs.5148.01 crore |
| Fund Released                          | Rs.3132.31 crore |
| Expenditure (including State Govt.     | Rs.3667.54 crore |
| Share):                                |                  |
| Schemes Sanctioned                     | 1105             |
| Schemes Completed                      | 842              |
| Pollution load to be tackled           | 4397.80 MLD      |
| Pollution load tackled (in addition to | 3196.44 MLD      |
| GAP - I)                               |                  |

# NGRBA-ITS OBJECTIVES, APPROACH AND FUNCTIONS

#### BACKGROUNDER

The Central Government, by a notification dated 20.2.2009, as set up 'National Ganga River Basin Authority' (NFRBA)as an empowered planning, financing, monitoring and coordinating authority for the Ganga river, in exercise of the powers conferred under the Environment (Protection) Act, 1986. The Prime Minister is ex-officio Chairperson of the Authority, and it has as its members, the Union Ministers Concerned and the Chief Ministers of states through which Ganga flows, viz., Uttarakhand, Uttar Pradesh, Bihar, Jharkhand and West Bengal, among others. The objective of the Authority is to ensure effective abatement of pollution and conservation of the river Ganga by adopting a holistic approach with the river basin as the unit of planning. The functions of the Authority include all measures necessary for planning and execution of programmes for abatement of pollution in the Ganga in keeping with sustainable development needs.

#### Key Features of New Approach

- River basin will be the unit of planning and management. This is an internationally accepted strategy for integrated management of rivers.
- Accordingly, a new institutional mechanism in the form of National Ganga River Basin Authority (NGRBA) will spearhead river conservation efforts at the national level. Implementation will be by the State Agencies and Urban Local Bodies
- The new strategy will take into account the competing demands on water and will seek to ensure minimum ecological flows. STPs minimise the pollution load up to discharge standard of BOD of 30mg/litre requiring dilution to achieve river water quality of 3mg/ litre.
- The minimum ecological flows or the entire Ganga will be determined through modeling exercises.
- The NGRBA will take appropriate measures to regulate water abstraction for maintaining ecological flows in the river.

#### Functions of NGRBA

- The NGRBA would be responsible for addressing the problem of pollution in Ganga in a holistic and comprehensive manner. This will include water quality, minimum ecological flows, sustainable access and other issues relevant to river ecology and management.
- The NGRBA will not only be regulatory body but will also have developmental role in terms of planning & monitoring of the river conservation activities and ensuring that necessary resources are available.
- The NRGBA would work for maintaining the water quality of the river Ganga upto acceptable standards. The pollution abetment activities will be

taken through the existing implementation mechanisms in the State and also through special Purpose Vehicles (SPVs) at the pollution hotspots.

- The NGRBA will ensure minimum ecological flow in the Ganga by regulating water abstraction and by promoting water storage projects.
- The NGRBA will plan and monitor programmes for cleaning of Ganga and its tributaries. To being with, it will concentrate on Ganga main stream.
- The NGRBA would draw upon professional expertise within and outside the Government for advice on techno-economic issues.
- The technical and administrative support to NGRBA shall be provided by the Ministry of Environment & for advice on techno-economic issues.
- The technical and administrative support to NGRBA shall be provided by the Ministry of Environment & Forests.

Government of India Ministry of Environment & Forests national River Conservation Directorate

> Paryavaran Rhavan, CGO Comple,; Lodhi Road, New Delhi-3 Dated: 3.2.2010

#### Office Memorandum

#### Sub: Stringent effluent standards for STPs on critical stretches of River Gangareg.

1. This Ministry is implementing ttp centrally sponsored scheme of National River Conservation Plan (NRCP) for pollution abatement of rivers in the country, on a cost sharing basis between the Central and State Governments. The Plan presently covers 38 rivers in 167 towns spread over 20 States. The pollution abatement schemes under NRCP include I&D works, sewage treatment, low cost sanitation, electric and/or improved wood crematoria etc.

2. Under NRCP, the standards being followed for treated waste water in respect of BOD and Suspended Solids (SS) are 30 & 50 mg/l respectively. These are as per the legal standards notified by CPCB. Criteria for permissible limits of fecal coliforms for sewage treatment schemes under NRCP were also separately prescribed by MoEF. Administrative directions in this regard were issued by the Ministry in October, 1999,

3. In order to achieve improved water quality iri the river, more stringent design criteria were subsequently prescribed for Yamuna in the;Delhi stretch. These are 20 and 30 mg/l for BOD and suspended solids respectively.

4. The Central Government has constituted the Natipnal Ganga River Basin Authority (NGRBA) for effective abatement of pollution and conservation of the river Ganga. NGRBA, in its first meeting held on 5th October, 2009, has adopted the Mission Clean Ganga, under which it will be ensured that by 2020 no untreated municipal sewage or industrial effluent is discharged into the river Ganga.

5. Water quality of river Ganga has become critical in certain stretches due to various reasons, including discharge of untreated municipal & industrial wastes into the river, lack of dilution in the river etc. It is, therefore, considered necessary for achieving improved water quality in the river Ganga that more stringent design criteria for sewage treatment plants be prescribed in the critical stretches of Ganga also. It has accordingly been decided that the guidelines for design criteria for sewage treatment plants be revised to 20 £ 30 mg/l for BOD and Suspended Solids respectively in the critical stretches of Ganga river. The State Governments are advised to select techno-economically suitable sewage treatment technologies for meeting the revised guidelines in the critical stretches,

6. This issues with the approval of Minister of State (I/C) for Environment and Forest.

(**Rajiv Gauba**) Joint Secretary

As per the list

To,

**ANNEXURE-4** 

# **MEMORANDUM OF AGREEMENT**

Among

# Ministry of Environment and Forests (MoEF) Government of India

**State Government** 

and

**Urban Local Body** 

National Ganga River Basin Authority

May 2010

#### MEMORANDUM OF AGREEMENT (MOA)

#### Among

#### MINISTRY OF ENVIRONMENT AND FORESTS, GOVERNMENT OF INDIA THE STATE GOVERNMENT OF ------

#### and

#### URBAN LOCAL BODY (ULB) -----

Abatement of river/lake pollution is an ongoing activity required to be taken up on a continuous basis with the complete involvement of all stakeholders associated with the implementation of the program. This MOA provides a framework of commitments by all stakeholders not only for successful implementation of the program but also for proper operation and maintenance of the assets created.

This agreement lays down the conditions which the State Government, the ULB and the implementing agency will undertake on the basis of the financial support provided by Government of India through the Ministry of Environment and Forests (MoEF).

THIS AGREEMENT is made on this \_\_\_\_\_day of \_\_\_\_\_20 \* between the Government of India, through the Ministry of Environment and Forests,

and

The State Government of (Name of the State) \_\_\_\_\_\_through its\_\_\_\_\_\_ (Name of the Department)

and

\_the Urban Local Body.

#### WHEREAS

The Ministry of Environment and Forests will provide financial support to the State Governments in their efforts to conserve rivers and lakes under their jurisdiction.

The State Government/ULB will commit to provide the State's share of the capital cost of the project and full operation & maintenance (O&M) costs. The State Government/ULB will also provide commitment to fulfill the conditions laid down as Annexure 'A'.

The State Government will also ensure commitment from ULB/implementing agency to take over the assets of the project on certification of project completion by the Implementing Agency.

#### NOW THE PARTIES WITNESSED AS FOLLOWS:

- 1. Funds will be released upon execution of the MOA and sanction of DPRs by the MoEF.
- 2. MoEF shall release the first installment of grant to the Agency nominated by the State Government upon signing of the MoA and submission of the documents which are annexed with the Agreement as Annexure 'A'.
- 3. State Government will agree to bear 30% of the cost of the project or their share as decided from time to time.
- 4. The release of next installments of funds will be performance based, and will depend on submission of physical and financial progress reports and proper Utilization Certificates as well as on fulfillment of commitments as set out in Annexure 'A'.
- 5. The State Government shall also release their share of funds in proportion to the fund releases made by Government of India from time to time.

- 6. The State Government will constitute a Project Review Committee headed by the Secretary of the Nodal Department for reviewing the progress of the project on quarterly basis. A representative of MoEF will be a member of this Committee.
- 7. The State Government will appoint the implementing agency for the projects and the implementing agency will coordinate with the ULBs as well as other agencies to ensure synergy between programs like JNNURM/UIDSSMT and approved components under the NRCP/NLCP.
- 8. The State Government and the ULB will be responsible for implementing, monitoring and reporting under the program.
- 9. The State Government shall be responsible for necessary coordination mechanism between the Implementing Agency and the ULB.
- 10. The State Government will ensure that the physical progress, expenditure reports and Utilisation Certificates are furnished by the Implementing Agency to MoEF on a quarterly basis. In case the Implementing Agency fails to submit such a report, further instalment of GoI's share may be withheld, until such submission.
- 11. MoEF or any agency nominated by it, may undertake periodic site visits to ascertain the progress of the ongoing projects and compliance of the conditions in the Checklist.
- 12. The responsibility of operation and maintenance will be with the ULB/ maintenance agency. The ULB will submit a report regarding the mechanism for raising resources for the operation and maintenance of assets and will provide details of the same while submitting the project report. These may include instruments like user charges, property tax, sanitation charges or innovative PPP options. Schemes will be sanctioned contingent upon evaluation of the O&M Plans submitted by the ULB/implementing agency. Subsequent fund releases would depend on satisfactory progress of implementation of O & M plan.
- 13. The State Government and ULB will be responsible for proper O &M of existing facilities like sewage treatment plants, sewage pumping stations, low cost sanitation, etc.
- 14. State Government and the Implementing Agency shall institute mechanism to ensure timely completion of projects undertaken under NRCP/NLCP
- 15. The cost overrun due to delay of the project or cost escalation of different items shall be borne by the State Government/ULB.
- 16. The implementation period can be extended, if so required, due to change in scope of work or other site specific condition. The decision in the matter of extension of time shall be at the discretion of MoEF.
- 17. MoEF will set up the mechanism for concurrent evaluation and monitoring of the project.
- 18. The State Government will provide the certification of project completion of the works.
- 19. In case of dispute between the parties, the matter will be resolved through mutual discussion.
- 20. In case of any breach regarding the terms and conditions of the MoA, MoEF shall be entitled to withhold release of subsequent installments of the grant.
- 21. The funds routed through MOA mechanism will be liable to statutory audit by the Controller and Auditor General of India.
- 22. This Memorandum of Agreement will take effect from the date of signing and would remain operative unless terminated by parties concerned by mutual consent.

# SIGNATORIES

For Government of India through Joint Secretary, Ministry of Environment and Forests

For State Government, State Secretary of Nodal Department

For ULB/ Mayor / Municipal Commissioner of concerned ULB

# Annexure A

## CHECKLIST OF CONDITIONS

NRCP/NLCP requires certain conditions to be met by states/ cities with the objective of securing effective linkages between asset creation and asset maintenance, ultimately leading to self-sustaining delivery of urban services.

#### STATE LEVEL

1. Specify agency / agencies involved in planning and delivery of the following civic services,:

| Sector  | Agency<br>undertaking<br>planning | Agency<br>undertaking<br>delivery of<br>services | Agency<br>undertaking<br>delivery of<br>services |
|---|-----------------------------------|--|--|
| 1 Sewerage and Sewage treatment   |                                   |  |  |
| 2. Solid Waste Management   |                                   |  |  |
| 3.Burials and burial grounds, cremations, cremation grounds and electric crematoriums |                                   |  |  |
|   |                                   |  |  |

# **CITY LEVEL**





#### 5. User Charges

• Please furnish the costs for providing the following services (total cost as well as per unit cost) and the total and per unit user charges collected in —

| Service  | Total O&M Cost            |  | Total user charges collected |          |
|----------|---------------------------|--|------------------------------|----------|
|          | (Please specify the unit) |  | (Please specify the unit)    |          |
|          | Per Unit Cost Total Cost  |  | Per Unit                     | Total    |
|          |                           |  | Recovery                     | Recovery |
| Sewerage |                           |  |                              |          |

• Time table to achieve full recovery of O&M costs from user charges (Please indicate proposed recovery level for each year)

Sewerage



# No.A-12012/2/2010-NRCD-II Government of India Ministry of Environment and Forests NATIONAL RIVER CONSERVATION DIRECTORATE

'Paryavaran Bhawan'. C.G.O. complex, B-Block, Lodi Road, New Delhi-110 003, Dated the 16th September, 2010

То

The State Nodal Departments (As per list attached)

Sub:- Strengthening the Monitoring and Inspection Arrangements under National Ganga River Basin Authority (NGRBA) and National River Conservation Plan (NRCP)- Administrative Approval for the engagement of Third Party Inspection Agencies by States.

Sir,

- 1. The undersigned is directed to say that in order to strengthen the monitoring mechanism and improve transparency and accountability for projects implemented under the National Ganga River Basin Authority (NGRBA) and National River Conservation Plan (NRCP), it has been decided to introduce a Third Party Inspection (TPI) system . This system is devised along the lines of Independent Review and Monitoring Agencies (IRMA) mechanism under the JNNURM and is expected to significantly augment the capacities of State Government to monitor the physical progress of projects.
- 2. The TPI system would review and monitor the performance of the projects funded under the NRCP & NGRBA through the entire lifecycle of implementation on the basis of detailed on-site review, examination of appropriate documents and discussions with the Project Implementing Agencies and other key stakeholders. The monitoring would cover all four stages in the life cycle of a project, namely Pre-construction, Construction, Commissioning & trial run and, Postconstruction for effective monitoring.
- 3. This system will come into effect from April, 2011 and will apply to new projects sanctioned after this date. Projects which have already been sanctioned and for which only the 1<sup>st</sup> installment has been released by 31 st March, 2011 will also be covered. However in such cases the pre-construction inspection will not be applicable.
- 4. The system will not apply to on- going projects for which more than one installment has been released by 31st March, 2011.
- 5. The TPIs shall be appointed by the States through a transparent process. For this purpose, the list of agencies shortlisted for independent review and monitoring

agencies (IRMA) under JNNURM may be considered. As the services of the TPIs are required to be rendered over the entire life cycle of the project development, the period of engagement will be governed by the Project schedule. the maximum period of engagement of TPI for a project shall not exceed 3 years. However, extension of services of TPI beyond 3 years shall be decided by the State Nodel Department (SND), if considered essential.

- 6. The scope of services of the TPIs, frequency of review visits and panel of TPI agencies are at Annexure.
- 7. The cost towards meeting the expenditure involved in the appointment of TPI agency will be reimbursed by the NRCD, MoEF on the basis of claims submitted by the SND The details to be furnished for the re-imbursement of expenditure are:
  - i. The copy of the work order / contract issued to the TPI agency.
  - ii. The copy of invoice raised by the agency.
  - iii. Evidence of payment already made to TPI agency by the State Nodal Department.

The reimbursement costs shall not exceedi.

- I Rs.2.0 lakhs per project for the review of project documentation (one time for each project.
- ii. Rs.0.5 lakhs per visit per project by the monitoring team (excluding visits undertaken for review of project documentation.
- 8. The TPI agencies appointed by the SND may participate in the review meetings and in the meetings of the Empowered Steering Committee (ESC) in the case of NGRBA projects. Inputs from third party monitoring will be taken into consideration in processing release of funds.
- 9. The TPI will undertake desk review of documents and make periodical site visits to each project as mentioned above. They may conduct additional field inspections on the specific aspects as required by SND and NRCD. TPI shall provide reasonable advance notice of planned visit to site, schedule of meetings for review, and documents required for review, etc. to the Implementing Agency(IA). TPI shall report to the SND and send copies to the NRCD, of all communication / reports / Deliverables. The SND and IA will provide necessary inputs to the TPI team. The observations of the TPI team should be discussed with the SND and IA before concluding the visit. Reports should be filed with the SND and IA within 5 days of completion of the site visits. SND shall file with NRCD copies of the TPI Reports along with their responses/comments.
- 10. This issues under the powers delegated to the Ministry of Environment and Forests and with the approval of Secretary, Ministry of Environment and Forests as well as with the concurrence of IFD vide their Dy. No.1368/AS(FA) dated 17-8-2010.

Copy for information and necessary action to:

- 1. All Implementing Agencies of NRCP & NGRBA.
- 2. All officers of NRCD dealing with Projects.
- 3. Joint. Director of Audit, Commercial, Scientific & Misc. Works, AGCR Building, I.P. Estate, New Delhi-110 002.
- 4. Dir(IFD)///US(F)/US(P)/Computer Cell
- 5. Sanction folder/Guard file.

---signed----(C. UPPILI) Under Secretary to the Govt. of India 127

#### **SCOPE OF SERVICES**

The Third Party Inspection (TPI) Agency is expected to review and monitor all projects sanctioned under National Ganga River Basin Authority (NGRBA) and National River Conservation Plan (NRCP).

The scope of services for the TPI will include the following:-

#### **1.1.1 Pre-construction Stage:**

Review of the project at this stage is to primarily review and monitor the preparatory activities that go into a project prior to beginning actual procurement and construction. Such review should cover:

## i) Review of project design documentation

- a. Check extent of completion of design with respect to the sanctioned DPR
- b. Review adherence to technical standards in the detailed designs / drawings prepared
- c. Review the project implementation plan (level of detail, interdependencies, linkage to resources, etc.)
- d. Check the sequence of design documentation with respect to project implementation plan
- e. Review the probability of escalation in project cost and time delay in implementation on account of variation in design criteria, estimated quantities, unit costs, and other reasons related to design aspects
- f. Review the test reports to examine adequacy of all surveys that are needed to be carried out for project design.

#### ii) Review of bid documentation and bid process

- a. Completeness of the bid documents with respect to designed / planned project configuration, and the packaging of bids including battery limits of scope. This should include review of clarity in roles between IA and the contractors.
- b. Compliance of the bid documents with respect to design standards, especially with respect to Materials of Construction
- c. Alignment in the sequence of preparation of bid documents and release of tenders with respect to interdependencies in the project plan
- d. Review whether due transparent and fair procurement processes have been followed as per the rules of the IA, and good practices followed in the industry
- e. Review the probability of escalation in project cost and time delay in implementation on account of inefficiencies and mistakes in procurement
- f. Review the bid documents with respect to appropriateness of commercial terms and conditions of the contracts

#### iii) Review of site preparation and clearances to begin construction

- a. Undertake site visit to examine availability of land / right of way for the project, to examine that the project site is free of encumbrances; access to site is available; etc. Report on handing over of site to the contractor for construction
- b. Report on progress with respect to shifting of utilities, if applicable.

c. Review the probability of escalation in project cost and time delay in implementation on account of delays in site preparation and statutory clearances

## iv) Review of project management mechanisms

- a. Report on whether mechanisms have been put in place for independent monitoring of physical quality of materials / construction / fabrication.
- b. Assess the institutional capacity of IA to manage implementation of the project in terms of dedicated man power, internal systems, and technical capacity, etc. Assessment should take into account agencies hired by IA to assist in project implementation.

# **1.1.2** Construction Stage

Review of the project through the course of its construction is to primarily review and monitor physical progress, financial progress, commercial performance, project quality, compliance to statutes and other requirements. Such review to be conducted periodically over the construction period should cover:

## i) Report on Physical progress of the project

- a. Review the physical performance accomplished in the project with respect to the milestones projected in the DPR or the project implementation plan finalized at preconstruction stage.
- b. Review of rescheduling of milestones on the basis of performance.
- c. Report on abnormal delays in project activities and advice on remedial measures.

## ii) Report on Quality Assurance Systems and Project quality

- a. Report on methodology and frequency of tests carried out by the contractor/quality assurance consultant by examining Requests for Inspection (RFI) and reports. Ensure that they are in line with good industry practices.
- b. Confirm that the materials used for construction are as per the specifications of contract agreement 2.
- c. Report about cases of non-conformance from quality reviews based on available documents and interactions.

# iii) Report on the Commercial performance and financial progress of the project:

- a. Commercial performance
- b. Review and report on commercial performance of contractors under the project with respect to commercial terms and conditions, i.e. performance with respect to clauses such as guarantee / warranty, defects–liability, licenses, bank guarantee, insurance, payment schedule, taxes, dispute resolution mechanisms, etc.
- c. Highlight and report on enforcement of critical commercial terms and conditions by either party that has an impact on time and cost of the project.
- d. Suggest remedial measures to improve commercial performance
- e. Financial progress of the project
- f. Report on adequacy of systems for project related financial management.
- g. Report the quantum and timelines of contribution of funds from all the counter parties of the project by verifying receipts statements.

- h. Review documents related to claim for payments and payments made. Such documents will include – Invoices, Measurement Book, Bank statements, etc.
- i. Report on utilization of funds in verification with bank reconciliation statements.
- j. Remedial measures to improve financial progress
- k. Report any major variation in overall project cost, due to changes in the Bill of
- 1. Quantities as per the contract.

#### v) Compliance to the statutory requirements

- a. Report on compliance to directives by State and Central environmental agencies stated during the environmental clearance of the project, compliance with the Environmental Management Plan for the project, and good environmental management practices of the industry.
- b. Report on provision, installation, and usage of health and safety equipments, procedures and practices at site by visual observation and examination of records. The report should include health and safety issues concerning workers at site.
- c. Report on standards of health and sanitation arrangements maintained at campsite by visual observation and discussion with the concerned stakeholders.
- d. Report about the progress of Resettlement and Rehabilitation of Project Affected Persons
- e. Report on persons requiring resettlement and rehabilitation assistance as reported by the land acquisition team and the DPR.
- f. Report on compensation awarded and / or to be paid as per the records.
- g. Report on court cases, which likely to affect the physical progress of the project.

#### **1.3.3** Commissioning, Trial run and Testing Stage

- i) Report on necessary training imparted to the operations and maintenance (O&M) team for taking over the completed project. The agency will check with records and discussion with participants.
- ii) Report on stages of testing and level of participation by the O&M team.
- iii) Reports on handing over of all documentation, "As Built" drawings operational instructions and equipment manuals to the O&M team.
- iv) Report on trial runs and completion of project.

## **1.1.3** Post Construction Stage

- i) To report on overall performance of the asset created (project) with respect to Capacity delivering capacity requirements
- ii) Functionality meeting all functional requirements
- iii) Usage extent of usage, break downs and shut downs
- iv) Performance of the O & M team

# FREQUENCY OF REVIEW VISITS

The required frequency of reviews by TPIs is mentioned below, and shall vary based on the requirements of specific project. Review visits at a frequency higher than that mentioned below, shall only be undertaken at the express request by either the State Nodal Department or NRCD, MoEF. The table below provides an indication of the effort estimate required from the TPI.

| S.   | Nature of review  | Timing   | Method of review   | Frequency               |
|------|---|--|--|-------------------------|
| No   |   |  |  |                         |
|      |   |  |  |                         |
| Pre- | Construction Stage  |  |  |                         |
| 1    | Review of project<br>design document  | • On completion of<br>design of<br>project/ project<br>component   | • Design documents<br>and drawings   | Once                    |
| 2    | Review of bid<br>documentation<br>and bid process                           | <ul> <li>Review of<br/>documentation<br/>prior to NIT</li> <li>Review of bid<br/>process<br/>through its<br/>duration</li> </ul> | <ul> <li>Proof of<br/>advertisement,<br/>letters, and<br/>correspondence</li> <li>Bid Documents,<br/>Contract<br/>agreements</li> </ul>                          | Once                    |
| 3    | Review of site<br>preparation and<br>clearances to<br>begin<br>construction | • Prior to start of construction   | <ul> <li>Inter departmental correspondences</li> <li>Official records</li> </ul>   | Once                    |
| 4    | Review of<br>Project<br>Management<br>Systems                               | <ul> <li>After<br/>deployment of<br/>Project<br/>Management<br/>Systems</li> </ul>   | <ul> <li>As per official records</li> <li>Observations</li> <li>Discussions with<br/>PEA</li> </ul>  | Monthly /<br>Quarterly* |
|      | Construction St   | age & Commissioning  | o. Trial-Runs and Testino S  | Stage                   |
| 5    | Report on<br>Physical progress<br>of project                                | After handing over<br>the site to<br>contractor/<br>concessionaire, and<br>regularly over the<br>Construction period             | <ul> <li>Reports and<br/>documents<br/>submitted by PIU</li> <li>Review of milestones<br/>as per Contract<br/>agreement</li> <li>Discussions with PEA</li> </ul> | Monthly /<br>Quarterly* |
| 6    | Report on quality<br>assurance system                                       |  | <ul> <li>Request for inspection<br/>(RFI) reports</li> <li>Contract agreement<br/>and<br/>Physical observation</li> <li>Discussions with PEA</li> </ul>          |                         |

| S.   | Nature of review  | Timing   | Method of review  | Frequency               |
|------|---|--|---|-------------------------|
| No   |   |  |   |                         |
| 7 8  | Commercial<br>Performance<br>Financial<br>Performance                 | Over the<br>construction period  | <ul> <li>Contract and</li> <li>Relevant documents</li> <li>Invoices,<br/>Measurement<br/>Book, Bank<br/>statements</li> <li>BOQ as per contracts</li> </ul>   | Quarterly               |
| 9    | Compliance to<br>the<br>statutory<br>requirements                     | Pre-Construction,<br>during<br>Construction and<br>Post-Construction   | <ul> <li>As per the MoEF<br/>Guidelines</li> <li>EMP document for<br/>the project.</li> <li>Comparison with<br/>elevant legislation /<br/>rules</li> </ul>  | Monthly /<br>Quarterly* |
| 10   | Safety and Health   | Construction and<br>Post-Construction<br>stage   | • As per relevant<br>standards/ good<br>practices /Contracts  | Monthly /<br>Quarterly* |
| 11   | Progress of<br>Resettlement<br>and<br>Rehabilitation                  | During Pre-<br>Construction and<br>Construction stage<br>if the Land<br>acquisition process<br>is not completed. | <ul> <li>As per R&amp;R Action<br/>Plan submitted along<br/>with DPR/ Land<br/>acquisition Proposal<br/>submitted, Records of<br/>Competent Authority</li> <li>No. of court cases<br/>against land<br/>acquisition for the<br/>project</li> </ul> |                         |
| 12   | Commissioning,<br>Trial runs and<br>Testing                           | Commissioning,<br>Trial Runs and<br>Testing Stage  | As per Records and<br>discussion with<br>Concerned officials  | Once                    |
| Post | -Construction Stage   | e  |   |                         |
| 13   | Report on overall<br>performance of<br>the asset created<br>(project) | Post Construction<br>Stage, about<br>one year after<br>project<br>completion                                     | Records and<br>discussion with<br>officials /beneficiary<br>community   | Once                    |

# PANEL OF TPI AGENCIES

| CONSULTING ENGINEERING                 | DHV INDIA PRIVATE LIMITED              |
|--|--|
| SERVICES (INDIA) PVT. LTD.,            | B-1/1-1, First Floor,                  |
| 57 Nehru Place. (5th Floor)            | Mohan Cooperative Industrial Estate    |
| New Delhi- 110 019                     | Mathura Road, New Delhi – 110 044      |
| Ph: 011-41392300/26485284/26460411     | Ph: 011-40539303-06: Fax: 011-         |
| $F_{23}: 0.11, 2646040$                | 40530300                               |
| 1°ax. 011-2040049                      | E mail: dhyindia@airtalhroadhand in    |
| EEEDDACK VENTLIDES DDIVATE             | E-mail. unvinuia@antendioaudanu.m      |
| LIMITED                                | I IMITED                               |
| Easthack House                         | 153 and Elect                          |
| 7 I S C Panchsheel Park                | Industrial Estate Phase _ III          |
| New Delhi $= 110.017$                  | New Delbi $= 110.020$                  |
| Ph:011-26495766/26495875               | Ph: $0.11-46501500$                    |
| Fax: 011-26495762                      | Fax: 011-46501599                      |
| E-mail: contactus@feedbackventures.com | E-mail: kumaran@halcrow.com            |
| INTERCONTINENTAL CONSULTANTS           | LEA ASSOCIATES SOUTH ASIA PVT          |
| AND TECHNOCRATS PVT LIMITED            | LTD                                    |
| D-180. Okhla Industrial Area. Phase-I  | B-1/E-27. Mohan Cooperative Industrial |
| New Delhi $-110\ 020$                  | Estate. Mathura Road                   |
| Ph:011-40573147/148/149                | New Delhi $-$ 110 044                  |
| Fax:011-40573145/146                   | Ph: 011-26973950-52                    |
| E-mail: info@itonline.com              | Fax: 011-41678659/26971062             |
|  | E-mail: lasa@bol.net.in                |
| MAHINDRA ACRES CONSULTING              | MEINHARDT SINGAPORE PTE. LTD.,         |
| ENGINEERS LTD.,                        | (INDIA BRANCH)                         |
| Mahindra Towers, Ground Floor          | A-8, Sector – 16                       |
| No.17/18,Patullos Road                 | Noida – 201 301 Uttar Pradesh          |
| Chennai -600 002                       | Ph: 0120-2516165                       |
| Ph:044-28542325,28542326               | Fax: 0120-2515745                      |
| Fax:044-28542324                       | E-mail: rajesh@meinhardtindia.com      |
| MSV INTERNATIONAL INC.,                | MUKESH & ASSOCIATES                    |
| 6302, Phase-IV,DLF                     | CONSULTANTS & ENGINEERS                |
| Gurgaon -122 002 Haryana               | 5/3,Ragavan Street, Swarnapuri         |
| Ph: 0124-4002603/04                    | Salem -636 004                         |
| Fax:0124-4002605                       | Ph:0427-2330395/2330568/2331109        |
| E-mail: info@msvgroup.com              | Fax:0427-2330209                       |
|  | E-mail: mukeshassociates@vsnl.com      |
| NATIONAL CONSULTANCY FOR               | OPERATIONS RESEARCH GROUP PVT.         |
| PLANNING AND ENGINEERING,              | LIMITED D-24, Second Floor             |
| 9-4-131/17/A, Tombs Road               | South Extension – Part -1              |
| Akbar Bagh, Toli Chowki                | New Delhi – 110 049                    |
| Hyderabad – 500 008                    | Ph: 011-24603549/27694909              |
| E-mail: ncpe_consult@rediffmail.com    | Fax: 011-24603549                      |
|  | E-mail: dbanerjee@orgplindia.com       |
| KAMKY INFRA CONSULTING PVT. LTD        | SHAH TECHNICAL CONSULTANTS PVT.        |
| C-011B,First Floor,Super Market-1      | LID., CONSULTING ENGINEERS             |
| DLF Phase – IV Gurgaon -122 002        | 407, Raheja Centre,                    |
| Pn:0124-5018652/5018653                | Piot No.214, Nariman Point             |
| Fax:0124-5019051                       | Mumba1 = 400.021                       |
|  | Pn: 022-228/1061/22820018/22820121     |
|  | Fax: 022 - 22023/14                    |
|  | E-man. stemunioar@vsni.com             |

| SHRIKHANDE CONSULTANTS PVT.              | SMEC INDIA PVT. LIMITED                    |
|--|--|
| LIMITED 33-35, Shanti Centre, 3rd Floor, | No:21,1st Avenue Indira Nagar              |
| Plot No. 8, Sector No. 17, Vashi,        | Chennai – 600 020                          |
| Navi Mumbai - 400 705.                   | Ph:044-42607311/22/33                      |
| Tel No. 91-22-2789 1444 / 3993 / 2763    | Fax:044-42607311                           |
| Fax No. 91-22-2789 1249                  | E-mail: balaelan@smecindia.net             |
| E-mail pmc@bom5.vsnl.net.in              |  |
| WebSite www.scplasia.com                 |  |
| S.N.BHOBE & ASSOCIATES PVT.              | SUBHASH PROJECTS AND                       |
| LIMITED 62, Mahavir Centre               | MARKETING LIMITED                          |
| Sector-17,DBC-Vashi                      | Subhash House, F 27/2,                     |
| Navi Mumbai - 400 705                    | Okhla Industrial Area, Phase-II            |
| Ph: 02227893507,27893487/27895284        | New Delhi -110 020                         |
| Fax: 022-27891185                        | Ph: 011-26384091,41609595,41406953         |
|  | E-mail: delhi@spml.co.in                   |
|  | Website: www.spml.co.in                    |
| WATER AND POWER CONSULTANCY              | SPAN CONSULTANTS PRIVATE                   |
| SERVICES (INDIA) LIMITED                 | LIMITED Consulting Engineers, Architects & |
| 76-C, International Area, Sector – 18    | planners SPAN House, 92- C,Gurudwara       |
| Gurgaon – 122 015 Haryana                | Road                                       |
| Ph: 0124-2397391                         | Madongir,                                  |
| Fax: 0124-2399224                        | New Delhi- 110 062                         |
| E-mail: wapcos@dataone.in                | Ph:011-29955645-53 (9 lines)               |
| wapcic@vsnl.net                          | Fax: 011-29955643                          |
|  | E-mail: info@spanconsult.com               |

# **ANNEXURE-6**

# LIST OF POLLUTED RIVER STRETCHES Source CPCB

| POLLUTED RIVER STRETCHES (BOD>30mg/l and BOD exceeding 6mg/l on all occasions) |   |                    |                                      | ccasions ) |
|--|---|--------------------|--------------------------------------|------------|
| River  | Polluted Stretch                          | Source/City        | Monitoring Location                  | BOD        |
|  |   |                    |                                      | (mg/l)     |
| ANDHRA PRAD  | ESH                                       |                    |                                      |            |
| 1. Musi  | • D/s Hyderebad &                         | Hyderabad &        | 1.Nagole, angareddy                  | 34         |
|  | Rangareddy                                | Secundrabad        | 2. Hyderabad D/s                     | 23         |
| 2. Nakkavagu   | D/s Medak                                 | Medak              | 1.Bachugudem, Medak                  | 50         |
| ASSAM  |   |                    |                                      |            |
| 3. Bharalu   | • D/S Guwahati                            | Guwahati<br>Sewage | 1.D/S Guwahati                       | 31.5       |
| 4. Kalong  | • D/s of Nagaon<br>(Elangabeel<br>System) | Nagaon- Sewage     | 1. Elangabeel System<br>Pond         | 50         |
| CHANDIGARH   |   |                    |                                      |            |
| <b>5.</b> Patiala ki Rao   | Patiala Ki Rao                            | Chandigarh         | 1.Patiala Ki Rao                     | 50         |
| 6. Attawa Choe   | Attawa Choe (N-<br>Choe)                  | Chandigarh         | 2.Attawa Choe (N-<br>Choe)           | 50         |
| 7. Sukhna Choe   | Sukhna Choe                               | Chandi garh        | 3.Sukhna Choe                        | 50         |
| DELHI  |   |                    |                                      |            |
| 8. Yamuna  | Wazirabad to                              | Industrial &       | 1.NizaMoUDdin                        | 55         |
|  | Okhl                                      | Domestic Waste     | 2.Okhla Bridge                       | 32         |
|  |   | from Delhi         | 3.D/S Of Okhla A/C<br>Shahdara Drain |            |
| GUJARAT  |   |                    |                                      | 70         |
| 9. Sabarmati   | Ahmedabad to                              | Discharge from     | 1. After Conf. With                  | 48         |
|  | D/S of Vautha                             | Meshwa &           | Meshwa At Vautha                     |            |
|  |   | Ahemdabad          | (Near Dhokla),                       | 21         |
|  |   |                    | 2. At Ahmedabad At V.N. Bridge,      | 31         |
|  |   |                    | 3. At Vill. Miroli                   | 103        |
|  |   |                    | Taluka Dascroi,                      |            |
|  |   |                    | Annedadad<br>4. At roilwov           | 20         |
|  |   |                    | Bridge, Ahmedabad                    | 29         |
|  |   |                    | 5. At Kheroj Bridge                  | 12         |
|  |   |                    | 6. At Hansol Bridge                  | 15         |
| 10. Amlakhadi  | Along Ankeshwar                           | Industrial &       | 1.Amlakhedi after                    | 46         |
|  |   | Domestic waste     | confluence of                        |            |
|  |   | from Ankeshwar     | wastewater                           |            |
| 11 Dhagene   |   |                    | trom Ankleshwar                      | 50         |
| 11. Bhogavo  | • Surendranagar                           | La destata 1.0     | 1.D/s of Surendranagar               | 50         |
| 12. Daman  | • Vapi D/S to Confl.                      | Industrial &       | 1.Kachi Gaon D/s                     | 30         |
| Kiver Ganga  | with sea                                  | Waste from Vani    |                                      |            |
|  |   | Salvas.Daman &     |                                      |            |
|  |   | Kachigaon          |                                      |            |

| POLLUTED RIVER STRETCHES (BOD>30mg/l and BOD exceeding 6mg/l on all occasions) |                            |                  |   |              |
|--|----------------------------|------------------|---|--------------|
| River  | Polluted Stretch           | Source/City      | Monitoring Location                       | BOD<br>(mg/l |
| HARYANA  |                            |                  | 1   |              |
| 13. Ghaggar  | Interstate border          | Industrial &     | 1. Before Ottu Weir (Before               | 50           |
|  | of Punjab &                | Municipal        | Mixing Of Satluj Canal                    |              |
|  | Haryana to Ottu            | waste from       | Water)                                    |              |
|  | wier at Sirsa              | Patiala,         | 2. Gh-1 At Road Brdg.                     | 33.2         |
|  |                            | Derabassi, Sirsa | Sirsa,Debwali Road                        |              |
|  |                            |                  | 3. Gh-2 At Chandarpur                     | 40           |
|  |                            |                  | Syphon,                                   | 22           |
|  |                            |                  | 4. Near Bankarpur, Dera                   | 22           |
|  |                            |                  | Bassi<br>5 U/C Dhaharan Nallah            | 21           |
| 14 Montrondo   | - Kala Anda ta             | Industrial Pr    | 5. U/S Dhakansu Nalian                    | 21<br>500    |
| <b>14.</b> Markanda  | • Kala Amb to              | Domostic wosto   | 1.Kala Allib D/S                          | 390          |
|  | Narayan Garn               | from Kala Amb    |   |              |
| 15 Western   | • D/a of Vomuna            | Yamuna Nagar     | 1 100 metre D/s after                     | 247          |
| Yamuna Canal   | • D/S OF T amuna<br>Neger  | Industrial &     | receiving Industrial &                    | 277          |
| Tamuna Cana  | Inagai                     | Domestic         | Sewage effluent                           |              |
|  |                            | wastewater       | 2 At Damla d/s of Yamuna                  | 188          |
|  |                            |                  | Nagar                                     | 100          |
| HIMACHAL PRA   | DESH                       |                  |   |              |
| 16. Sukhna   | D/s Parwanoo               | Parwanoo sewage  | 1. At Parwanoo, Solan                     | 36           |
| MADHYA PRAD  | ESH                        | 0                | ,   |              |
| 17. Khan   | Indore                     | Indore Sewage    | 1. Sakkar Khadi (Near                     | 50           |
|  |                            | 6                | Indore)                                   |              |
|  |                            |                  | 2. Sanwer                                 | 50           |
|  |                            |                  | 3. Kabit Khedi                            | 50           |
| 18. Chambal  | Nagda D/s                  | Industrial &     | 1. Nagda D/a                              | 34           |
|  | -                          | dimestic waste   |   |              |
|  |                            | water of Grasim  |   |              |
|  |                            | Citieship &      |   |              |
|  |                            | Nagada           |   |              |
| MAHARASHTRA  | <b>\</b>                   | <b>D</b> 0       |   | 10           |
| 19. Bhima  | • Vithalwadi to            | Pune – Sewage    | 1. Pune, D/S Of                           | 40           |
|  | Taklı                      | Devert Comment   | Bundgarden                                | 28.2         |
|  |                            | Daunt -Sewage    | 2. Pune U/S Vithaiwadi                    | 28.2         |
|  |                            |                  | 5. Pargaon (Anter<br>confluence with Mule | 10           |
|  |                            |                  | Martha)                                   |              |
| 20. Godavari   | Nashik D/s to              | Nasik Sewage     | 1 Nashik D/s                              | 36           |
| 20. 000avan  | • Nashik D/s to<br>Paithan | Masik Sewage     | 2 Javakwadi Bam Raher                     | 65           |
|  | 1 artiian                  |                  | 3 U/S of River Gangapur                   | 6            |
|  |                            |                  | Dam. Nasik                                | 0            |
|  |                            |                  | 4. U/s of Paithan.                        | 6.8          |
|  |                            |                  | Jayadwadi                                 |              |
|  |                            |                  | 5. D/s of Paithan,                        | 7.4          |
|  |                            |                  | Pathegaon                                 |              |
|  |                            |                  | 6. Near Someshwar Temple                  | 7.5          |
|  |                            |                  | 7. Hanuman Ghat, Nashik                   | 9            |
|  |                            |                  | 8. Nasik D/s                              | 18           |
|  |                            |                  | 9. Panchavati At Ramkund                  | 12           |
|  |                            |                  | 10. Kapila Godavari confl.                | 14           |
|  |                            |                  | Point, Tapovan                            |              |
|  |                            |                  | 11. Saikheda                              | 16           |
|  |                            |                  | 12. Tapovan                               | 20           |
|  |                            |                  |   |              |

| verPolluted StretchSource/CityMonitoring LocationBOD<br>mg/l21. Mula & &<br>Mutha• D/s Pune cityCity Sewage of<br>Pune1. Mula-Mutha River at<br>Mundhawa Bridge3622. Pawana• Pune-Sangavi GaonPune Sewage1. Mula at Aunth Bridge<br>2. Mula at Aunth Bridge3222. Pawana• Pune-Sangavi GaonPune Sewage1. Aut ast as angam Bridge3223. Indrayani• Alandi to confluence<br>with BhimaPune Sewage1. Aut ast as angam Bridge3224. Koyna• Karad D/sKarad Sewage1. At Karad35.525. Mithi• Mumbai StretchMumbai1. Mithi River5026. Kundalika• Are KhurdRoha Sewage1. Are Khurd5027. Satluj• D/s of Zenith Paper<br>Mili to Bridge Harke,<br>AmritsarLudhiana &<br>Jalandhar1. 100m D/s Budha Nala4827. Satluj• Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)Municipal &<br>Indixtrial<br>discharge from<br>patiala<br>chandigrah1. 100m D/s Budha Nala4228. Ghaggar• Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)Municipal &<br>Indixtrial<br>Moonk.1. D/s Dhakansu Nallah3229. Adyar• Along ChennaiChennai-<br>Industrial &<br>Municipal WasteNandambakam,<br>I. Jo's Off with<br>Patiala Nadi(After<br>Conf.)1029. Adyar• Along ChennaiChennai-<br>Industrial &<br>Municipal WasteNandambakam,<br>I. Jarkanpur, Pera1230. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal WasteNandambakam, <br< th=""><th>POLLUTED RI</th><th>VER STRETCHES (BO</th><th>D&gt;30mg/l and BOI</th><th>D exceeding 6mg/l on all occas</th><th>sions )</th></br<>   | POLLUTED RI         | VER STRETCHES (BO                 | D>30mg/l and BOI       | D exceeding 6mg/l on all occas            | sions )     |
|--|---------------------|-----------------------------------|------------------------|---|-------------|
| 21. Mula &       • D/s Pune city       City Sewage of Pune       1. Mula-Mutha River at Mundhawa Bridge       36         22. Pawana       • Pune-Sangavi Gaon       20       20       3. Mula-Harrison Bridge       32         22. Pawana       • Pune-Sangavi Gaon       20       20       3. Mula-Harrison Bridge       32         23. Indrayani       • Alandi to confluence with Bhima       24. Koyna       • Karad D/s       Karad Sewage       1. Alandi Gaon       36         24. Koyna       • Karad D/s       Karad Sewage       1. At Karad       35.5         25. Mithi       • Mumbai Stretch       Mumbai       1. Mith River       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         27. Satluj       • D/s of Zenith Paper       Sewage from       1. 100m D/s Budha Nala       48         27. Satluj       • D/s of Zenith Paper       Ludhiana &       1. D/s of Zenith       22         28. Ghaggar       • Mubarkpur to       Sardulgarh (Entire length in Punjab)       Swage from       1. Jo/s Dakansus Nallah       32         21. Jo/s SatBelein       1. D/s Orf Zenith       22       2. Jo/s Sardulgarh       45         29. Jo/s GatBelein       1. Jo/s Ort Zenith       22       2. Jo/s Sardulgarh       45   | ver                 | Polluted Stretch                  | Source/City            | Monitoring Location                       | BOD<br>mg/l |
| 2. Pawana     • Pune-Sangavi Gaon     2. Mula at Aunth Bridge     50       3. Mula-Harrison Bridge     32       22. Pawana     • Pune-Sangavi Gaon     36       23. Indrayani     • Alandi to confluence<br>with Bhima     Pune Sewage     1. Alkarid Gaon     36       24. Koyna     • Karad D/s     Karad Sewage     1. At Karad     355       25. Mithi     • Mumbai Stretch     Mumbai     1. Mithi River     50       26. Kundalika     • Are Khurd     Roha Sewage     1. Are Khurd     50       27. Satluj     • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar     Sewage from<br>Ludhiana &<br>Jalandhar     1. 100m D/s Budha Nala     48       27. Satluj     • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar     Sewage from<br>Ludhiana &<br>Jalandhar     1. 100m D/s Grenith     22       28. Ghaggar     • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)     Municipal &<br>Industrial<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.     1. Job Takanasu Nallah     32       30. Sardulgarh     • Along Chennai     Conf.     40     8. Uos Sardulgarh, 45       10. Wabarakpur Rest House<br>(Patiala)     10     10     10       33. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste     Nandambakkam,<br>Katruthangal,<br>Jaferkhanpet, Maraimalai     43       33. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Muni   | 21. Mula &<br>Mutha | • D/s Pune city                   | City Sewage of<br>Pune | 1. Mula-Mutha River at<br>Mundhawa Bridge | 36          |
| 22.Pawana     • Punc-Sangavi Gaon     Pune Sewage     1. Mula-Harrison Bridge     50       22.Pawana     • Punc-Sangavi Gaon     36       23. Indrayani     • Alandi to confluence     Pune Sewage     1. Alandi Gaon     36       24. Koyna     • Karad D/s     Karad Sewage     1. At Karad     35.5       25. Mithi     • Mumbai Stretch     Mumbai     1. Mithi River     50       26. Kundalika     • Are Khurd     Roha Sewage     1. Are Khurd     50       27. Satluj     • D/s of Zenith Paper     Sewage from     1. 100m D/s Budha Nala     48       27. Satluj     • D/s of Zenith Paper     Sewage from     1. 100m D/s Budha Nala     48       28. Ghaggar     • Mubarkpur to     Sardulgarh (Entire     Industrial     1. D/s Of Zenith     22       28. Ghaggar     • Mubarkpur to     Sardulgarh (Entire     Industrial     1. D/s Of Zenith     22       28. Ghaggar     • Mubarkpur to     Sardulgarh (Entire     Industrial     1. D/s Ordanith 40       19. Sardulgarh (Entire     Industrial     S. Sardulgarh     45       9. D/s Chabir     10     10     10       10. Mubarkpur Rest House     10     10     10       11. Near Bankarpur, Dera     12     12. U/s Dhakanshu Nallah     18       11. Near Bankarpur  |                     |                                   |                        | 2. Mula at Aunth Bridge                   |             |
| 22.Pawana     • Pune-Sangavi Gaon     4. Mutha at sangam Bridge     32       22.Pawana     • Pune-Sangavi Gaon     36       23. Indrayani     • Alandi to confluence<br>with Bhima     Pune Sewage     1. Alandi Gaon     36       24. Koyna     • Karad D/s     Karad Sewage     1. At Karad     35.5       25. Mithi     • Mumbai Stretch     Mumbai     1. Mithi River     50       26. Kundalika     • Are Khurd     Roha Sewage     1. Are Khurd     50       26. Kundalika     • Are Khurd     Roha Sewage     1. 100m D/s Budha Nala     48       27. Sattuj     • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar     Sewage from<br>Ludhiana &<br>Jalandhar     1. 100m D/s Budha Nala     48       28. Ghaggar     • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)     Municipal &<br>Municipal &<br>Sardulgarh (Entire<br>length in Punjab)     Municipal &<br>Municipal &<br>Sukhar ge from<br>patiala     1. Jo's Dhakansu Nallah     32       29. S Chhabir     1. D's Or Zenith     22     2. D's Jnarmal Nadi     32       20. Vis Sardulgarh     45     4.100m D/s Conf., with     40       8.Saraswati (Patiala)     50     50     7.0's Jnarmal Nadi     32       10     10. Mubarkpur tos     3.0's Sardulgarh,     45       100     D/s Sardulgarh,     45     50       110     10     10 </td <td></td> <td></td> <td></td> <td>3. Mula-Harrison Bridge</td> <td>50</td>  |                     |                                   |                        | 3. Mula-Harrison Bridge                   | 50          |
| 22.Pawana       • Pune-Sangavi Gaon       Pune Sewage       1. Pune-Sangavi Gaon       36         23. Indrayani       • Alandi to confluence with Bhima       Pune Sewage       1. At Karad       36         24. Koyna       • Karad D/s       Karad Sewage       1. At Karad       35.5         24. Koyna       • Karad D/s       Karad Sewage       1. At Karad       35.5         25. Mithi       • Mumbai Stretch       Mumbai       1. Mithi River       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         26. Kundalika       • Are Khurd       Roha Sewage       1. 100m D/s Budha Nala       48         27. Satiuj       • D/s of Zenith Paper<br>Mill to Bridge Harke, Amritsar       Sewage from<br>Ludhiana & Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire Industrial discharge from patiala chandigrah Sukhna paper mills & Derran Bassi, Sardulgrah       1. D/s Dis Ansunallah       32         29. Sharmal Nadi, 400       8. U/s Sardulgarh, 45       4.00m D/s Confl.with       40         8. U/s Sardulgarh, 400       8. U/s Sardulgarh, 40       8. U/s Sardulgarh, 40       8. U/s Sardulgarh, 40         9. D/s Chhatbir       10       10       10. Mubarakpur Rest House (Ornli), 40       10. Patiala Nadi(After Cost)      <  |                     |                                   |                        | 4. Mutha at sangam Bridge                 | 32          |
| 23. Indrayani       • Alandi to confluence with Bhima       Pune Sewage       1. Atandi Gaon       36         24. Koyna       • Karad D/s       Karad Sewage       1. At Karad       35.5         25. Mithi       • Mumbai Stretch       Mumbai       1. Mithi River       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         27. Satluj       • D/s of Zenith Paper Mill to Bridge Harke, Amritsar       Sewage from Ludhiana & Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to Sardulgarh (Entire length in Punjab)       Municipal & Indextrial discharge from patiala chandigrah       1. D/s Dhakansu Nallah       32       3. D/s Sardulgarh       45         28. Ghaggar       • Mubarkpur to Sardulgarh (Entire length in Punjab)       Municipal & Indextrial discharge from mills & Derra       1. D/s Dhakansu Nallah       32       3. D/s Sardulgarh       45         9. D/s Jnarmal Nadi, 32       1. D/s Of Ceni, With 40       R.Saraswati (Patiala)       5       8         100 mb/s Audi/After       100       10       10       10       10       10       10       10       10       10       10       10       10       10       10<   | 22.Pawana           | • Pune-Sangavi Gaon               | Pune Sewage            | 1. Pune-Sangavi Gaon                      | 36          |
| 24. Koyna       • Karad D/s       Karad Sewage       1. At Karad       35.5         25. Mithi       • Mumbai Stretch       Mumbai       1. Mithi River       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Ludhiana &<br>Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)       Sewage from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)       Municipal &<br>Industrial<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.       1. D/s Dhakansu Nallah       32         30. /s Sardulgarh,<br>Moonk.       5. Ratanberi, D/s of       50       50         7. U/s Jharmal Nadi,<br>40       40       8. U/s Sardulgarh,<br>44       44         9. D/s Chhabir       10       10       10         10. Mubarakpur Rest House<br>(Patiala)       10       10       10         11. Near Bankarpur, Dera<br>Basi       12       12       12         29. Adyar       • Along Chennai       Chennai  | 23. Indrayani       | • Alandi to confluence with Bhima | Pune Sewage            | 1. Alandi Gaon                            | 36          |
| 25. Mithi       • Mumbai Stretch       Mumbai       1. Mithi River       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Ludhiana &<br>Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Sewage from<br>patiala       1. 100m D/s Corith       22         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Dakansu Nallah       32         3. D/s Sardulgrah       45         4. 100m D/s Corith       22         29. D/s Iharmal Nadi       32         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekatuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Rottupuram<br>Bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ananajkarai, Poonamalle,<br>Collage Road, Centarl Jali,<br>Nanie Bridge       105   | 24. Koyna           | Karad D/s                         | Karad Sewage           | 1. At Karad                               | 35.5        |
| 26. Kundalika       • Are Khurd       Roha Sewage       1. Are Khurd       50         27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Jalandhar       1. 100m D/s Budha Nala       48         27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.       1. D/s Dhakansu Nallah       32         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekatuthangal,<br>Ananjkarai, Poonamalle,<br>Contal       10         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekatuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ananjikarai, Poonamalle,<br>Collage Road, Central Jali,<br>Nanie Bridge       105  | 25. Mithi           | Mumbai Stretch                    | Mumbai                 | 1. Mithi River                            | 50          |
| PUNJAB       2. Kundalika At Roha city       6.5         PUNJAB       27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Ludhiana &<br>Jalandhar       1. 100m D/s Budha Nala       48         27. Satluj       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Sewage from<br>patiala       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Dhakansu Nallah       32         2. D/s Jharmal Nadi       32       3. D/s Sardulgrah       45         3. U/s Sardulgrah       45       50         9. Noonak.       38       5. Ratanheri, D/s of       50         9. D/s Conf. with       40       8. U/s Sardulgrah       45         9. D/s Chhatbir       10       10       10         10. Mubarkpur Rest House<br>(Patiala)       10       10       10         9. D/s Chhatbir       10       10       11. Near Bankarpur, Dera<br>Bassi       12         12. U/s Dhakansu Nallah       18       18       11. Near Bankarpur, Dera<br>Bassi       12         130. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Amanjikarai, Poonamalle,<br>Colage Road, Central Jai,<br>Namige, Baot club       105   | 26. Kundalika       | Are Khurd                         | Roha Sewage            | 1. Are Khurd                              | 50          |
| PUNJAB         27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Ludhiana &<br>Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s of Zenith       22         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Of Zenith       22         29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Industrial &<br>Mnaijkrai, Poonamalle,<br>Collage Road, Central Jal,<br>Managar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jal,<br>Manajikarai, Poonamalle,<br>Collage Road, Central Jal,       105   |                     |                                   |                        | 2. Kundalika At Roha city                 | 6.5         |
| 27. Satluj       • D/s of Zenith Paper<br>Mill to Bridge Harke,<br>Amritsar       Sewage from<br>Ludhiana &<br>Jalandhar       1. 100m D/s Budha Nala       48         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.       Municipal &<br>I. D/s Dhakansu Nallah<br>32       1. D/s Of Zenith<br>2. D/s IsatBein<br>4. 1 Km. D/s of Zenith<br>2. D/s Jharmal Nadi<br>32       3. D/s Sardulgrah<br>4. 1 Km. D/s of Zenith<br>4. 1 Km. D/s of Zenith<br>4. 1 Mos digrah<br>4. 1 Mos digrah<br>4. 1 Mos of Zenith<br>4. 1 Mos digrah<br>4. 1                | PUNJAB              |                                   |                        |   |             |
| Mill to Bridge Harke,<br>AmritsarLudhiana &<br>JalandharConfl., Ludhiana28. Ghaggar• Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.Municipal &<br>I. D/s Dhakansu Nallah<br>32<br>3. D/s Sardulgarh<br>4. 1 Km. D/s of Zenith<br>2. D/s Ibarmal Nadi<br>32<br>3. D/s Sardulgarh<br>4. 100m D/s Conf.with<br>40<br>R.Saraswati (Patiala)<br>5. Ratanheri, D/s of<br>Tatiala Nadi(After<br>Confl.)28. Ghaggar• Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.1. D/s Dhakansu Nallah<br>32<br>3. D/s Sardulgarh<br>4. 100m D/s Conf.with<br>4. 100m D/s Co | 27. Satluj          | • D/s of Zenith Paper             | Sewage from            | 1. 100m D/s Budha Nala                    | 48          |
| AmritsarJalandhar2. D/s EastBein6.23. Boat Bdg.<br>Dharmkotnalodar Road,<br>Jalandhar1828. Ghaggar• Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh,<br>Moonk.1. D/s Dhakansu Nallah<br>32<br>2. D/s Sardulgrah3228. Ghaggar• Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)Municipal &<br>Industrial<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.1. D/s Dhakansu Nallah<br>32<br>2. D/s Shardulgrah3230. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Boat club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Amangikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge, Boat club10530. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterAnnanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge, Boat club105   |                     | Mill to Bridge Harke,             | Ludhiana &             | Confl., Ludhiana                          |             |
| 28. Ghaggar       • Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh       1. D/s Dhakansu Nallah       32         28. Ghaggar       • Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Dhakansu Nallah       32         3. D/s Sardulgrah       45         4. 100m D/s Coff.with       40         R.Saraswati (Patiala)       5. Ratanheri, D/s of       50         9. D/s Chhatbir       10         10. Mborakpur Rest House<br>(Patiala)       10         11. Near Bankarpur, Dera<br>Bassi       12         12. J/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Wunicipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge       105  |                     | Amritsar                          | Jalandhar              | 2. D/s EastBein                           | 6.2         |
| 28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Dhakansu Nallah       32         28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala       1. D/s Dhakansu Nallah       32         2. D/s Jharmal Nadii       32         3. D/s Sardulgrah       45         4. 100m D/s Conf.with       40         R.Saraswati (Patiala)       5. Ratanheri, D/s of         5. Ratanheri, D/s of       50         Patiala Nadi(After<br>Confl.)       50         6. Moonak,       38         7. U/s Jharmal Nadi,       40         8. U/s Sardulgarh,       45         9. D/s Chhatbir       10         10. Mubarkpur Rest House<br>(Patiala)       10         11. Near Bankarpur, Dera<br>Bassi       12         29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Wunicipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste       Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Naier Bridge       105   |                     |                                   |                        | 3. Boat Bdg.                              | 18          |
| 28. Ghaggar• Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, SardulgarhMunicipal &<br>1. D/s Dhakansu Nallah32<br>32<br>32<br>3. D/s Sardulgrah45<br>4. 100m D/s Conf.with<br>40<br>R.Saraswati (Patiala)6. Moonak,<br>Moonk.7<br>6. Moonak,38<br>7. U/s Jharmal Nadi,<br>40<br>8. U/s Sardulgrah,<br>4. 100m D/s Conf.with<br>9. D/s Conf.with<br>40<br>6. Moonak,38<br>7. U/s Jharmal Nadi,<br>40<br>8. U/s Sardulgrah,<br>4. 100m D/s Conf.with<br>9. D/s Conf.with<br>40<br>9. D/s Chabir<br>10<br>10. Mubarakpur Rest House<br>10.29. Adyar• Along ChennaiChennai-<br>Industrial &<br>Water<br>waterNandambakkam,<br>Bassi<br>12. U/s Dhakanshu Nallah43<br>4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Acumbakkam,<br>Annanagar, Acumbakkam   |                     |                                   |                        | Dharmkotnalodar Road,                     |             |
| 28. Ghaggar• Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh1. D/s Of Zenith2228. Ghaggar• Mubarkpur to<br>Sardulgarh ( Entire<br>length in Punjab)Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.1. D/s Otakansu Nallah<br>32<br>3. D/s Sardulgrah323. D/s Sardulgrah454. 100m D/s Conf.with<br>4040R. Saraswati (Patiala)5. Ratanheri, D/s of<br>505. Ratanheri, D/s of<br>9. Of Sonf.509. Moonak,387. U/s Jharmal Nadi,<br>40408. U/s Sardulgarh,<br>45459. D/s Chhatbir1010. Mubarakpur Rest House<br>10.1010. Mubarakpur, Dera<br>Bassi1229. Adyar• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Ekatuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterAnnanagar, Arumbakkam,<br>Amanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Annanagar, Arumbakkam,<br>Amanijkarai, Poonamalle,<br>Collage Road, Central Jail,<br>Napier Bridge105   |                     |                                   |                        | Jalandhar                                 |             |
| 28. Ghaggar       • Mubarkpur to<br>Sardulgarh (Entire<br>length in Punjab)       Municipal &<br>Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh       1. D/s Dhakansu Nallah       32         2. D/s Jharmal Nadi       32         3. D/s Sconf.with       40         R.Saraswati (Patiala)       5. Ratanheri, D/s of         5. Ratanheri, D/s of       50         Patiala Nadi(After<br>Confl.)       6. Moonak,         6. Moonak,       38         7. U/s Jharmal Nadi,       40         8. U/s Sardulgarh,       45         9. D/s Chhatbir       10         10. Mubarakpur Rest House       10         10. Mubarakpur, Dera       12         Bassi       11. Near Bankarpur, Dera         Bassi       11         11. Near Bankarpur, Dera       12         U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar         29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Bridge  |                     |                                   |                        | 4.1 Km. D/s of Zenith                     | 22          |
| Sardulgarh ( Entire<br>length in Punjab)Industrial<br>discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.2. D/s Jharmal Nadi32<br>32<br>3. D/s Sardulgrah45<br>45<br>408. Sardulgarh<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>6. Moonak,50<br>9<br>Patiala Nadi(After<br>Confl.)6. Moonak,<br>8. U/s Sardulgarh,<br>Moonk.38<br>7. U/s Jharmal Nadi,<br>40<br>8. U/s Sardulgarh,<br>45<br>9. D/s Chhatbir10<br>10.10<br>10. Nubarakpur Rest House<br>(Patiala)10<br>10<br>10.10<br>10<br>40<br>8. U/s Sardulgarh,<br>1010<br>45<br>9. D/s Chhatbir29. Adyar• Along ChennaiChennai-<br>Industrial &<br>waterNandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club43<br>4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Amanangar, Arumbakkam,<br>Amanangar, Arumbakkam,<br>Amanikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge105<br>Amanana Nadi  | 28. Ghaggar         | <ul> <li>Mubarkpur to</li> </ul>  | Municipal &            | 1. D/s Dhakansu Nallah                    | 32          |
| length in Punjab)discharge from<br>patiala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.3. D/s Sardulgrah<br>4. 100m D/s Conf.with40R. Saraswati (Patiala)5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>5. Ratanheri, D/s of<br>6. Moonak,50Patiala Nadi(After<br>Confl.)6. Moonak,<br>8. U/s Sardulgarh,<br>4.00387. U/s Jharmal Nadi,<br>4.00408. U/s Sardulgarh,<br>Moonk.459. D/s Chhatbir1010. Mubarakpur Rest House<br>(Patiala)1011. Near Bankarpur, Dera<br>12. U/s Dhakanshu Nallah1229. Adyar• Along ChennaiChennai-<br>Industrial &<br>WaterNandambakkam,<br>Bridge, Baot club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNananagar, Arumbakkam,<br>Amanagar, Arumbakkam,<br>Bridge, Road, Central Jail,<br>Vanier Bridge105   |                     | Sardulgarh (Entire                | Industrial             | 2. D/s Jharmal Nadi                       | 32          |
| patrala<br>chandigrah<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.4. 100m D/s Conf. with<br>40<br>R.Saraswati (Patiala)5. Ratanheri, D/s of<br>Patiala Nadi(After<br>Confl.)5. Ratanheri, D/s of<br>Patiala Nadi(After<br>Confl.)6. Moonak,<br>8. U/s Sardulgarh,<br>Moonk.38<br>4. 100<br>Patiala Nadi, 40<br>8. U/s Sardulgarh,<br>4.5<br>9. D/s Chhatbir10. Mubarakpur Rest House<br>(Patiala)10<br>10. Mubarakpur Rest House<br>10<br>(Patiala)11. Near Bankarpur, Dera<br>Bassi<br>12. U/s Dhakanshu Nallah18TAMIL NADU29. Adyar• Along ChennaiChennai-<br>Industrial &<br>Wunicipal Waste<br>waterNandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Boot club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterAnnanagar, Arumbakkan,<br>Annangar, Arumbakkan,<br>Ananagikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Wanier Bridge105  |                     | length in Punjab)                 | discharge from         | 3. D/s Sardulgrah                         | 45          |
| Chandigran<br>Sukhna paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.R.Saraswati (Patiala)5. Ratanheri, D/s of<br>Patiala Nadi(After<br>Confl.)5.6. Moonak,<br>8. U/s Sardulgarh,<br>45387. U/s Jharmal Nadi,<br>40408. U/s Sardulgarh,<br>9. D/s Chhatbir459. D/s Chhatbir1010. Mubarakpur Rest House<br>(Patiala)11. Near Bankarpur, Dera<br>Bassi12. U/s Dhakanshu Nallah18TAMIL NADU29. Adyar• Along Chennai29. Adyar• Along Chennai30. Coovum• Along Chennai30. Coovum• Along ChennaiChennai-<br>Industrial &<br>WaterAnnanagar, Arumbakkam,<br>Bridge, Baot club30. Coovum• Along ChennaiChennai-<br>Industrial &<br>Wunicipal Waste<br>waterContau<br>Statia &<br>Collage Road, Central Jail,<br>Water30. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>WaterCollage Road, Central Jail,<br>Nanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanjikarai, Poonamalle,  |                     |                                   | patiala                | 4. 100m D/s Conf.with                     | 40          |
| Sukina paper<br>mills & Derra<br>Bassi, Sardulgarh<br>Moonk.5. Ratanheri, D/s of<br>Patiala Nadi(After<br>Confl.)50Patiala Nadi(After<br>Confl.)996. Moonak,387. U/s Jharmal Nadi,408. U/s Sardulgarh,<br>9. D/s Chhatbir459. D/s Chhatbir1010. Mubarakpur Rest House<br>(Patiala)1011. Near Bankarpur, Dera<br>Bassi1229. Adyar• Along ChennaiChennai-<br>Industrial &<br>waterNandambakkam,<br>Bridge, Baot club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Bridge, Baot club10530. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterAnnanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge105   |                     |                                   | chandigran             | R.Saraswati (Patiala)                     |             |
| Infilis & Deria<br>Bassi, Sardulgarh<br>Moonk.Patiala Nadi(After<br>Confl.)Bassi, Sardulgarh<br>Moonk.387. U/s Jharmal Nadi,408. U/s Sardulgarh,459. D/s Chhatbir1010. Mubarakpur Rest House<br>(Patiala)1011. Near Bankarpur, Dera<br>I1. Near Bankarpur, Dera<br>I2. U/s Dhakanshu Nallah1229. Adyar• Along ChennaiChennai-<br>Industrial &<br>WaterNandambakkam,<br>Bridge, Baot club4330. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterNandambakkam,<br>Bridge, Root club10530. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>waterAnnanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge105   |                     |                                   | Sukina paper           | 5. Ratanheri, D/s of                      | 50          |
| Dassi, Sarduigan<br>Moonk.Confl.)6. Moonak,387. U/s Jharmal Nadi,408. U/s Sardulgarh,459. D/s Chhatbir1010. Mubarakpur Rest House10(Patiala)11. Near Bankarpur, Dera12. U/s Dhakanshu Nallah18TAMIL NADU29. Adyar• Along Chennai29. Adyar• Along ChennaiChennai-<br>Industrial &<br>WaterNandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Kotturpuram<br>Bridge, Baot club30. Coovum• Along ChennaiChennai-<br>Industrial &<br>Municipal Waste<br>WaterAnnanagar, Arumbakkam,<br>Collage Road, Central Jail,<br>Napier Bridge  |                     |                                   | Bassi Sardulgarh       | Patiala Nadi(After                        |             |
| Alloonik.       6. Moonak,       38         7. U/s Jharmal Nadi,       40         8. U/s Sardulgarh,       45         9. D/s Chhatbir       10         10. Mubarakpur Rest House       10         10. Mubarakpur Rest House       10         11. Near Bankarpur, Dera       12         Bassi       12. U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-         Industrial &<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>Bridge, Boot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Annanagar, Arumbakkam,<br>Annangikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Watier Bridge       105   |                     |                                   | Moonk                  | Confl.)                                   |             |
| 7. U/s Jharmal Nadi,       40         8. U/s Sardulgarh,       45         9. D/s Chhatbir       10         10. Mubarakpur Rest House       10         (Patiala)       11. Near Bankarpur, Dera         11. Near Bankarpur, Dera       12         Bassi       12. U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-         Industrial &       Municipal Waste       Jaferkhanpet, Maraimalai         water       Bridge, Baot club       105         30. Coovum       • Along Chennai       Chennai-         Industrial &       Annanagar, Arumbakkam,       105         Municipal Waste       Water       Collage Road, Central Jail,         Water       Napier Bridge       105   |                     |                                   | WIOOIIK.               | 6. Moonak,                                | 38          |
| 8. U/s Sardulgarh,       45         9. D/s Chhatbir       10         10. Mubarakpur Rest House       10         10. Mubarakpur Rest House       10         (Patiala)       11. Near Bankarpur, Dera         11. Near Bankarpur, Dera       12         Bassi       12. U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-         Industrial &       Municipal Waste       Skattuthangal,       43         30. Coovum       • Along Chennai       Chennai-       Industrial &       Annanagar, Arumbakkam,       105         30. Coovum       • Along Chennai       Chennai-       Annanagar, Arumbakkam,       105         Municipal Waste       Water       Collage Road, Central Jail,       Napier Bridge  |                     |                                   |                        | 7. U/s Jharmal Nadi,                      | 40          |
| 9. D/s Chnatorr     10       10. Mubarakpur Rest House     10       (Patiala)     11. Near Bankarpur, Dera       11. Near Bankarpur, Dera     12       Bassi     12. U/s Dhakanshu Nallah     18       TAMIL NADU       29. Adyar     • Along Chennai     Chennai-<br>Industrial &<br>Water     Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Kotturpuram<br>Bridge, Baot club     43       30. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste<br>water     Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Nanier Bridge     105  |                     |                                   |                        | 8. U/s Sardulgarh,                        | 45          |
| 10. Mubarakpur Rest House       10         (Patiala)       11. Near Bankarpur, Dera       12         Bassi       12. U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-       Nandambakkam,       43         Municipal Waste       Municipal Waste       Jaferkhanpet, Maraimalai       43         30. Coovum       • Along Chennai       Chennai-       Annanagar, Arumbakkam,       105         30. Coovum       • Along Chennai       Chennai-       Annanagar, Arumbakkam,       105         water       Municipal Waste       Collage Road, Central Jail,       105  |                     |                                   |                        | 9. D/s Chhatbir                           | 10          |
| Image: Constraint of the second system       Image: Consecond  |                     |                                   |                        | 10. Mubarakpur Rest House                 | 10          |
| 11. Near Bankarpur, Dera       12         Bassi       12. U/s Dhakanshu Nallah       18         TAMIL NADU       29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Napier Bridge       105   |                     |                                   |                        | (Patiala)                                 | 10          |
| Bassi     Image: Stassi       12. U/s Dhakanshu Nallah     18       TAMIL NADU     12. U/s Dhakanshu Nallah     18       29. Adyar     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste<br>water     Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club     43       30. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste<br>Water     Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Napier Bridge     105   |                     |                                   |                        | 11. Near Bankarpur, Dera                  | 12          |
| TAMIL NADU       12. 0/s Diakaishi Nahali       18         29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Kotturpuram<br>Bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Bridge, Baot club       105         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Annanagar, Arumbakkam,<br>Collage Road, Central Jail,<br>Napier Bridge       105   |                     |                                   |                        | 12 U/s Dhakanshu Nallah                   | 18          |
| TAMIL NADU         29. Adyar       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Nandambakkam,<br>Ekattuthangal,<br>Jaferkhanpet, Maraimalai<br>bridge, Baot club       43         30. Coovum       • Along Chennai       Chennai-<br>Industrial &<br>Municipal Waste<br>water       Annanagar, Arumbakkam,<br>Collage Road, Central Jail,<br>Napier Bridge       105   |                     |                                   |                        | 12. 0/8 Dhakanshu Wallan                  | 10          |
| 29. Adyar       • Along Chennai       Chennai-       Nandambakkam,       43         Industrial &       Industrial &       Ekattuthangal,       Jaferkhanpet, Maraimalai         Municipal Waste       Water       Bridge, Baot club       105         30. Coovum       • Along Chennai       Chennai-       Annanagar, Arumbakkam,       105         Municipal Waste       Municipal Waste       Municipal Waste       Collage Road, Central Jail,       105   | TAMIL NADU          |                                   |                        | NT 1 1 11                                 | 42          |
| Industrial &       Ekattuthangal,         Municipal Waste       Jaferkhanpet, Maraimalai         water       bridge, Kotturpuram         Bridge, Baot club       Bridge, Baot club         30. Coovum       • Along Chennai         Chennai-       Annanagar, Arumbakkam,         Industrial &       Amanjikarai, Poonamalle,         Municipal Waste       Collage Road, Central Jail,         water       Napier Bridge  | 29. Adyar           | <ul> <li>Along Chennai</li> </ul> | Chennai-               | Nandambakkam,                             | 43          |
| Municipal Waste       Jaferkhanpet, Maraimalai         water       bridge, Kotturpuram         Bridge, Baot club       Bridge, Baot club         30. Coovum       • Along Chennai         Industrial &       Amanjikarai, Poonamalle,         Municipal Waste       Collage Road, Central Jail,         water       Napier Bridge  |                     |                                   | Industrial &           | Ekattuthangal,                            |             |
| water     bridge, Kotturpuram<br>Bridge, Baot club       30. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste<br>water     Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Napier Bridge     105  |                     |                                   | winicipal waste        | Jaierknanpet, Maraimalai                  |             |
| 30. Coovum     • Along Chennai     Chennai-<br>Industrial &<br>Municipal Waste     Annanagar, Arumbakkam,<br>Amanjikarai, Poonamalle,<br>Collage Road, Central Jail,<br>Napier Bridge     105  |                     |                                   | water                  | Bridge, Kotturpuram                       |             |
| • Along Chennal<br>Industrial & Amanjikarai, Poonamalle,<br>Municipal Waste<br>water<br>Napier Bridge  | 30 Coovarm          | • Along Channel                   | Chennai                | Annanagar Arumbakkam                      | 105         |
| Municipal Waste Collage Road, Central Jail,<br>Napier Bridge   | 50. C00vuiii        | • Along Chennal                   | Industrial &           | Amaniikarai Poonamalla                    | 105         |
| water Nanier Bridge  |                     |                                   | Municinal Waste        | Collage Road Central Iail                 |             |
|  |                     |                                   | water                  | Napier Bridge                             |             |

| POLLUTED RIVER STRETCHES (BOD>30mg/l and BOD exceeding 6mg/l on all occasions ) |  |                               |                             |             |
|---|--|-------------------------------|-----------------------------|-------------|
| River   | Polluted Stretch   | Source/City                   | Monitoring Location         | BOD<br>mg/l |
| 31. Cauvery   | • Erode D/s  | Erode Sewage                  | 1. Erode near Chirapalayam  | 38          |
| UTTAR PRADES  | H  | 6                             |                             |             |
| 32 Yamuna   | Kosi Kalan to  | Sewage from                   | 1 D/s of Agra UP            | 33          |
|   | Juhika   | Agra, Muthura.                | 2. Mazawali                 | 37          |
|   | o uninu  | Dateshwar.                    | 3 Bateswar UP               | 26          |
|   |  | Vrindavan &                   | 4. Etawah, U.P              | 27          |
|   |  | Etawah                        | 5. Mathura U/S. U.P         | 20          |
| 33. Hindon  | • Saharanpur to  | Sewage &                      | 1. Ghaziabad D/S, U.P       | 36          |
|   | confluence with River  | Industrial                    |                             |             |
|   | Yamuna   | effluent from                 | 2. Confl. With R. Krishni & | 36          |
|   |  | Ghaziabad,                    | Kali Near Binauli City,     |             |
|   |  | Saharanpur                    | Meerut                      |             |
|   |  | & Muzaffarnagar               | 3. Pura mahadev             | 34          |
|   |  |                               | 4. Saharanpur D/s           | 24          |
| 34. Western Kali  | Muaffar Nagar to   | Sewage &                      | 1. Kalinadi At U/S of       | 32          |
|   | Confluence with  | Industrial                    | Muzaffar Bagar              | 2.44        |
|   | Hindon   | effluents from                | 2. Kalinadi At D.s Of       | 364         |
|   |  | Muaffar nagar &<br>Mansoorpur | Muzaffar Nagar              |             |
| 35. Kali Nadi   | <ul> <li>Kannauj</li> </ul>  | Industrail and                | 1. At Kannauj (Defpre       | 120         |
| Eastern   | , and the second s | Municipal                     | Conf.)                      |             |
|   |  | sewage from                   | 2. U/S of Gulaothi City in  | 183         |
|   |  | Meerut,                       | Bulandsahar                 |             |
|   |  | Modinagar,                    |                             |             |
|   |  | Bulansahar,                   |                             |             |
|   |  | Hapur, Gulaothi               |                             |             |
|   |  | and Kannauj                   |                             |             |
| P   | OLLUTED RIVER STR  | <b>RETCHES</b> (BOD be        | tween 20 & 30 mg/l)         |             |
| River   | Polluted Stretch   | Source/City                   | Monitoring Location         | BOD<br>mg/l |
| KARNATAKA   |  |                               |                             |             |
| 1. Bhadra   | • D/s of Bhadravathi   | Industrial &<br>Domestic      | 1. D/s of Bhadravathi       | 22.5        |
|   | Tunga  | Waste water from              | 2. D/s of KIOCL Road        | 7.8         |
|   | Tungu  | Bhadravathi                   | Bridge, Near Holehunnur     |             |
| MAHARASHTRA   |  |                               |                             |             |
| 2. Tapi   | • M.P. Border to   | Bhusaval Sewage               | 1. Ainand Village           | 21          |
|   | Bhusaval   |                               | 2. Uphad Village            | 22          |
|   |  |                               | 3. BHusawal U/s             | 19          |
| 3. Girna  | Malegaon to  | Malegaon                      | 1. Malegaon (Manmad)        | 23          |
|   | Jalgaon  | Sewage                        | 2. Jalgaon                  | 10          |
| 4. Nira   | D/s of Jubilant  | Industrial waste              | 1. D.s of Jubilant          | 21.2        |
|   | Organosis. Pune  | water                         | Organosis. Pune             |             |
| MANIPUR   | - 6 ,  |                               |                             |             |
| 5. Nambul   | Hump Bridge to   | Sewage                        | 1. Heirangoithong           | 24          |
|   | Heirangoithong   | 6-                            | 2. Hump Bridge              | 26          |
| RAJASTHAN   | 0 0  | I                             |                             | 1           |
| 6. Jojari   | Along Jodhpur  | Industrial &                  | 1. D/s Jodhpur              | 10.5        |
| J .   | Broompon   | Domestic waste                | E ···                       | 25.1        |
|   |  | from Jodhpur                  |                             |             |
| 7. Bandi  | Along Pali   | Industrial &                  | 1. D/s Pali                 | 30          |
|   |  | Domestic wasted               |                             | 141         |
|   |  | from Pali                     |                             |             |
|   |  |                               |                             |             |

| POLLUTED RIVER STRETCHES (BOD between 20 & 30 mg/l) |                                  |                     |                             |                 |
|---|----------------------------------|---------------------|-----------------------------|-----------------|
| River   | Polluted Stretch                 | Source/City         | Monitoring Location         | BOD             |
| 9 Danach  | D/ CU1'                          | Induction for       | 1 D/S Lidoimun              |                 |
| o. Delecii  | • D/s of Udaiur                  | Domostio wosto      | 1. D/S Odalpul              | 0.2-            |
|   |                                  | from Udainur and    |                             | 22.1            |
|   |                                  | Chittorgarh         |                             |                 |
| 9 Khetri  | <ul> <li>Along Khatri</li> </ul> | Industrial &        | 1 D/S Khetri Complex        | 81-             |
| J. Kikun  | • Along Kneur                    | Dimestic waste      | 1. D/S Richt Complex        | 31.2            |
|   |                                  | from khetri         |                             | 51.2            |
| TAMIL NADI  |                                  | from kitetri        |                             |                 |
| 10. Novval  | Along Coimbatoor                 | Industrial &        | 1. Vicinity of Tirupur      | >26             |
| 10.1009941  | Tirupur                          | Dimestic waste      | 1. Chemicy of Thiuput       | / 20            |
|   | Palvankotti                      | from Coimbatoor     |                             |                 |
|   | i uryunkotti                     | Tirupur.            |                             |                 |
|   |                                  | Palvankotti         |                             |                 |
| UTTAR PRADES  | SH                               |                     |                             |                 |
| 11. Bagad   | • D/s of Gairaula                | Industrial effluent | 1. D/s of Jubilant Organics | BOD-            |
| U   | _/~j                             | of Jubilant         | C                           | >26             |
|   |                                  | organics            |                             |                 |
| 12. River Ganga                                     | Kannauj D/s to                   | Industrial effluent | 1. Kanpur D/s (Jajmau       | 21              |
| U U   | Kanpur D/s                       | from Kanpur         | Pumping station)            |                 |
|   | (Jajmau Pumping                  |                     | 2. Kannauj D/s, U.P.        | 6               |
|   | station)                         |                     | 3. Kanpur U/s (Ranighat),   | 6.4             |
|   |                                  |                     | U.P.                        |                 |
| UTTARAKHANI   | )                                |                     | 1                           |                 |
| 13. Kosi  | • D/s of Kashipur                | Sewage &            | 1. D/s of Kahsipur          | 13              |
|   | 1                                | Industrial waste    | -                           |                 |
|   |                                  | from Kashipur       |                             |                 |
| 14. Dhela &   | • D/s of Kashipur                | Sewage &            | 1. Dhela D/s of Kashipur    | 187             |
| Kichha  | _                                | Industrial waste    | 2. Kichha D/s of Kashipur   | 17              |
|   |                                  | from Kashipur       |                             |                 |
|   |                                  | Sewage &            | 1. D/S of Kashipur          | 15-22           |
|   |                                  | Industrial waste    |                             |                 |
|   |                                  | from Kashipur       |                             |                 |
| ]   | POLLUTED RIVER ST                | RECHES (BOD bet     | ween 10 & 20 mg/i)          | DOD             |
| River   | Polluted Stretch                 | Source/City         | Monitoring Location         | BOD<br>mg/l     |
| ANDHRA PRAD   | ESH                              |                     |                             | 111 <u>6</u> /1 |
| 1. Maniira  | • D/s Gowdicharla                | Industrial effluent | 1. Gowdicharla a/c with     | 16              |
| 1111111111  | - D/S Gowarenaria                | of Ganpati sugar    | Nakayagu                    | 10              |
|   |                                  | & Impact of         | 2. Near Ganpati sugars      | 18              |
|   |                                  | Nakayagu            | 2010 Canpan Sugars          | 10              |
| ASSAM   |                                  | 0                   |                             |                 |
| 2. Deepar Bill                                      | • D/s Guwahati                   | Guwahati            | 1. Deepar Bill              | 11              |
| GUJARAT   |                                  |                     | 1 I                         |                 |
| 3. Khari  | Lail Village                     | Municipal &         | 1. Lali Village Near        | 19              |
|   | Ahemdabad                        | Industrial waste    | Ahmedabad                   |                 |
|   |                                  | from Ahemdabad      |                             |                 |
| 4. Kolak  | • D/s Patalia                    |                     | 1. At Patalia Bdg.          | 12              |
|   |                                  |                     | 2. At Railway Bridge No.    | 8               |
|   |                                  |                     | 313 Vapi, Valsad            |                 |
| 5. Mindhola   | • D/s State Highway              |                     | 1. Mindhola At State        | 12              |
|   | Bridge Sachin                    |                     | Highway Bridge Sachin       |                 |
| 6. Shedi  | Along Kheda                      | Kheda Sewage        | 1. At Kheda                 | 19              |
| HARYANA   |                                  |                     |                             | •               |
| 7. Gurgaon Canal                                    | • D/s of Delhi                   | Delhi               | 1. GC-1 Near Badarpur       | 24              |
| _   |                                  |                     | Border                      |                 |

| POLLUTED RIVER STRETCHES(BOD between 10 & 20 mg/I) |  |  |   |               |  |
|--|--|--|---|---------------|--|
| River  | Polluted Stretch                                       | Source/City                            | Monitoring Location                                 | BOD<br>(mg/I) |  |
| JHARKHAND  |  | 1                                      |   | × 8 /         |  |
| 8. Subarnrekha                                     | • D/s of Ranchi  | Industrial &                           | 1.Ranchi (Tatisilwal)                               | 10.5          |  |
|  | (Tatisiiwai)   | from Ranchi                            | 2. Namkum Road bridge                               | 6.8           |  |
| KARNATAKA  | L  |  |   |               |  |
| 9. Tunga   | • D/S of Shimoga                                       | Shimoga Sewage                         | 1. D/S of Shimoga City                              | 13.5          |  |
| 10. Tungabhadra                                    | Harihar D/S to<br>Hara eahalli<br>Bridge &<br>Ullanur  | Harihar Sewage<br>& Grasim waste       | 1. Haralahalli Bridge                               | 16.5          |  |
| 11. Laxmantirtha                                   | • D/s of Hunsur<br>City                                | Hunsur Sewage                          | 1. D/S of Hunsur City                               | 10            |  |
| KERALA   |  |  |   |               |  |
| 12. Karamana                                       | <ul> <li>Karamana At<br/>Moonnattumkk<br/>u</li> </ul> |  | 1. Karamana at<br>Moonnattumukku                    | 11            |  |
| MADHYA PRA   | ADESH  |  |   |               |  |
| 13. Kshipra  | • Ujjain to  | Ujjain Sewage                          | 1. Ramghat at Ujjain                                | 15            |  |
|  | confluence with  |  | 2. Trivensangam (1 Km. D/s                          | 14            |  |
|  | chambar  |  | 3 Siddhawat D/S of Uijain                           | 8             |  |
| 14. Narmada  | Hoshangabad  | Industrial &<br>Domestic<br>wastewater | 1. Hoshangabad D/S                                  | 11.4          |  |
| MAHARASHT  | <b>TRA</b>   |  |   |               |  |
| 15. WeinRiver                                      | D/S Ashti  | Municipal                              | 1. at Ashti   | 10.5          |  |
| Ganga  |  | Sewage of Ashti                        | 2. After Confluence of Kanhan                       | 9             |  |
|  |  | City                                   | 3. D/s of Ellora Paper Mill                         | 9.4           |  |
|  |  |  | 4. U/s of Ellora Paper Mill                         | 8.6           |  |
|  |  |  | 5. U/s of Gaurav Paper Mills<br>Jackwell            | 9             |  |
|  |  |  | 6. D/S of Gaurav Paper Mills<br>Jackwell            | 7.8           |  |
| 16. Wardha   | Along Rajura   | Paper mill waste                       | 1. Rajura Bridge                                    | 11            |  |
|  | village  |  | 2. D/s of ACC Ghuggus                               | 13            |  |
|  |  |  | 3. at confluence point of Pangange & Wardha at Jaud | 8.5           |  |
| 17. Bhima  | <ul> <li>Narsinghpur<br/>D/S</li> </ul>                | Nira-discharge                         | 1. Narsinghpur, (D/S After Confl. With R.Nira)      | 16.2          |  |
| 18. Krishna  | • Dhomdam to   | Sewage &                               | 1. Krishna Bridge, Karad                            | 11.6          |  |
|  | Kolhapur   | Industrial waste                       | 2. at kshetra Mahuli                                | 12            |  |
|  |  | from Karad &<br>Sangli                 | 3. Krishna Vennasangam at Mahuli                    | 17.6          |  |
|  |  |  | 4. At Wai   | 12.6          |  |
| 19. Purna  | Andura Village   |  | 1. D/s of confl. of Morna &                         |               |  |
|  |  |  | Purna Andura Village                                |               |  |
|  |  |  | 2. Purna at Dhupeshwar                              |               |  |

| POLLUTED RIVER STRETCHES(BOD between 10 & 20 mg/I) |                            |                           |                                   |        |  |  |
|--|----------------------------|---------------------------|-----------------------------------|--------|--|--|
| River  | Polluted Stretch           | Source/City               | Monitoring Location               | BOD    |  |  |
| 20. 11   |                            |                           |                                   | (mg/I) |  |  |
| 20. Nira   | Along Pulgaon              | Pulgaon Cotton            | 1. Pulgaon Cotton Mill,<br>Wardha | 11.8   |  |  |
|  |                            | 14111                     | 2. Sarole Bdg. On Pune-           |        |  |  |
|  |                            |                           | Banglore Highway                  |        |  |  |
| 21. Chandrabhaga                                   | Along Pandharpur           | Sewage of                 | 1. D/s of Pandharpur City         | 12     |  |  |
|  | City                       | Pandhrpur                 | 2. U/S of Pandharpur City         | 10.5   |  |  |
| 22. Venna River                                    | Varye Satara               |                           | 1. Satara D/s                     | 12     |  |  |
| TRIPURA  |                            |                           |                                   |        |  |  |
| 23. Agartala Canal                                 | D/s Agartala               | Agartala                  | 1. Near Pragti                    | 14.6   |  |  |
|  |                            | sewage                    | Vidyabhawan, Agartala             |        |  |  |
| UTTAR PRAD   | ESH                        |                           |                                   |        |  |  |
| 24. Gomti  | • Lucknow to               | Sewage                    | & 1. Jaunpur D/s, U.P.            | 12     |  |  |
|  | Jaunpur                    | Industrial efflu          | ent                               |        |  |  |
|  |                            | from Lucknow a<br>Jaunpur | and 2. Lucknow D/s, U.P.          | 14     |  |  |
| 25. River Ganga                                    | Varanasi D/s               | Discharge throu           | igh 1. Varanasi D/S               | 14     |  |  |
|  |                            | Kalinadi                  | & (Malviya Bridge)                |        |  |  |
|  |                            | RamRiver Gar              | nga                               |        |  |  |
|  |                            | sewage                    | &                                 |        |  |  |
|  |                            | from Kannauai a           | ent                               |        |  |  |
|  |                            | kanpur                    |                                   |        |  |  |
| 26. RamRiver Ganga                                 | Upstream Kannauj           | Sewage                    | & 1. RamRiver Ganga at            | 16     |  |  |
|  |                            | Industrial wa             | ste Kannauj (Before Conf.)        |        |  |  |
|  |                            | water fro                 | om                                |        |  |  |
|  |                            | ramnagar<br>Moradabad     | &                                 |        |  |  |
| P  | <b>POLLUTED RIVER STR</b>  | RETCHES (BOD )            | between 6-10 mg/I)                |        |  |  |
| River  | Polluted Stretch           | Source/City               | Monitoring Location               | BOD    |  |  |
|  |                            |                           |                                   | (mg/I) |  |  |
| ANDHRA PRAD  | ESH                        | 1                         |                                   | -      |  |  |
| 1. Krishna   | • Wadepally                |                           | 1. Krishna at Wadepally           | 8      |  |  |
|  |                            |                           | A/C with River Musi               |        |  |  |
| 2. Godavari  | • D/S of                   | Rajamundary               | 1. Rajamundary D/S                | 6      |  |  |
|  | Rajamundary                |                           |                                   |        |  |  |
|  |                            |                           |                                   |        |  |  |
| 3. Maner   | Warangal U/S               | Warangal                  | 1. Warangal U/S                   | 6.1    |  |  |
| ASSMA  |                            |                           |                                   |        |  |  |
| 4. Burhidihing                                     | • Margherita to            | Margherita                | 1. Burhidihing at                 | 7.9    |  |  |
| _  | Duliajan                   |                           | Margherita                        |        |  |  |
|  |                            |                           | 2. Burhidihing at Duliajan        | 7      |  |  |
| BIHAR  |                            |                           |                                   | 0      |  |  |
| 5. Sikrana   | • Sikrana at<br>Chanpatiya | Chanpatiya                | 1. Chanpatiya                     | 8      |  |  |
| CHATTISGARH  |                            |                           | 1                                 |        |  |  |
| 6. Arpa  | • Arpa river D/S of        | Bilaspur                  | 1. D/S Bilaspur                   | 7      |  |  |
|  | Bilaspur                   |                           |                                   |        |  |  |
| 7. Seonath   | • U/S Rajnandgaon          |                           | 1. U/S Rajnandgaon                | 7.1    |  |  |

| POLLUTED RIVER STRETCHES (BOD between 6-10 mg/I) |                                |                        |                       |     |  |  |
|--|--------------------------------|------------------------|-----------------------|-----|--|--|
| River  | Polluted Stretch S             | ource/City Monito      | ring Location B       | OD  |  |  |
| GUJRAT   |                                | <b>.</b>               |                       |     |  |  |
| 8. Mahi  | • D/S Sevalia and Vasad        | Municipal Waste from   | 1. Vasad              | 6.8 |  |  |
|  |                                | Sevalia & Vasad        | 2. Near Rajasthan     | 8.2 |  |  |
|  |                                |                        | Border at Kanda Dam   |     |  |  |
| 9. River Dhadar                                  | • D/s Kothada                  | Kothada                | 1. River Dhadar at    | 9   |  |  |
|  |                                |                        | Kothada               |     |  |  |
| 10. Tapi   | • Rander Bridge to Surat       | Municipal & Industrial | 1. Rander Bridge,     | 7.4 |  |  |
|  |                                | waste from Surat       | Surat                 |     |  |  |
|  |                                |                        | 2. tapi at ONGC       | 6   |  |  |
| 11 1.1   | <b>D</b> / <b>G</b>            | Maniairal Carros       | bridge Surat          | 6   |  |  |
| 11. KIM  | • D/s Surat                    | Municipal Sewage       | 1. Sanoi Bridge,      | 0   |  |  |
|  |                                |                        | surat                 |     |  |  |
| HIMACHAL PRA                                     | DESH                           |                        | Sulut                 |     |  |  |
| 12 Markanda                                      | • D/s of Paonta Sabib          | Water from Paonta sahi | 1 Markanda at         | 82  |  |  |
| 12. Markanda                                     |                                | Water Hom Fuona Sam    | paonta Distt-Sirmour  | 0.2 |  |  |
| 13. Beas   | • D/S of Mandi                 | Domestic waste from    | 1. D/s Mandi          | 7.6 |  |  |
|  |                                | Mandi                  |                       |     |  |  |
| JHARAKHAND                                       |                                | •                      | •                     |     |  |  |
| 14.Sankh   | Along Bolba                    | Municipal Sewage       | 1. Bolba              | 6.2 |  |  |
| KARNATAKA  | 6                              | 1 0                    | 1                     |     |  |  |
| 15.Kali  | Along Dandeli City             | West Coast Paper Mill  | 1. D/s West Coast     | 7   |  |  |
| 10.114   | • Along Danden City            | waste                  | Paper Mill            | ,   |  |  |
| 16. Krishna                                      | • U/S of Ugarkhurd             |                        | 1. U/S of Ugarkhurd   | 9.8 |  |  |
|  | Barrage                        |                        | Barrage               |     |  |  |
| MADHYA PRAD                                      | DESH                           |                        | 0                     |     |  |  |
| 17. Tons   | • Tons Along                   | Sewage                 | 1. Tons at            | 8   |  |  |
|  | Madhaygarh                     |                        | Madhavgarh            | -   |  |  |
| 18. Kalisot                                      | Mandideep                      | Sewage & Industrial    | 1. Near road Bridge,  | 6   |  |  |
|  | F                              | effluent               | Mandideep             |     |  |  |
| 19. Betwa  | Raisen                         | Sewage from Raisen     | 1. At Nayapur D/s     | 6.8 |  |  |
|  |                                |                        | Mandideep Industrial  |     |  |  |
|  |                                |                        | Area No.1 Raisen      |     |  |  |
| MAHARASHTR                                       | A                              |                        |                       |     |  |  |
| 20. kalu   | • Atale village to Confl.      | Municipal & Industrial | 1. Atale village      | 7.5 |  |  |
|  | With Ulhas                     | waste water            |                       |     |  |  |
| 21. Kanhan                                       | <ul> <li>D/s Nagpur</li> </ul> | Industrial & Domestic  | 1. D/s of Nagpur      | 8.8 |  |  |
|  |                                | waste of nagpur        | 2. U/S of M/S         | 8.8 |  |  |
|  |                                |                        | Sinora                |     |  |  |
|  |                                |                        | 3 D/S of M/c          | 9.8 |  |  |
|  |                                |                        | Vidharbha Paper Mill  | 7.0 |  |  |
|  |                                |                        | Sinora                |     |  |  |
| 22. Kolar  | Along Kamptee                  | Municipal waste water  | 1. Before Confluence  | 7   |  |  |
|  |                                | 1                      | to kanhan at Kamptee  |     |  |  |
| 23. Ulhas  | Mohane                         | Indutrial & Domestic   | 1. U/S of Nrc Bund at | 6   |  |  |
|  |                                | runoff Ulhasnagar      | Mohane                |     |  |  |
|  |                                |                        | 2. Jhambul Water      | 7.5 |  |  |
|  |                                |                        | Works                 |     |  |  |
| 24. PanchRiver                                   | • Kolhapur                     | Industrial & Municipal | 1. D/S of Kolhapur    | 6.4 |  |  |
| Ganga  |                                | sewage of Kolhapur     | City                  |     |  |  |
| 25. PatalRiver                                   | Khopoli to Esturaine           | Industrial & Municipal | 1. Shilphata          | 6   |  |  |
| Galiga   | Region                         | Rasavani & Paundh      | 2. Near Intake        | 9   |  |  |
|  |                                | Kasayani & Launun      | f Midc W/W            |     |  |  |
|  |                                |                        | 3.                    |     |  |  |

|                   | POLLUTED RIVER STRETCHES (BOD between 6-10 mg/I) |   |  |        |  |  |
|-------------------|--|---|--|--------|--|--|
| River             | Polluted Stretch                                 | Source/City                                 | Monitoring                                   | BOD    |  |  |
|                   |  |   | Location                                     | (mg/I) |  |  |
| 26. Rangavali     | Along Navapur                                    | Sewage of Navapur                           | 1. D/S of Navapur                            | 8.4    |  |  |
| MEGHALAYA         | A  |   |  |        |  |  |
| 27. Kharkhala     | • Near Sutnga Khlieri,<br>Jaintia Hills          |   | 1. Near Sutnga<br>Khlieri, Jaintia Hills     | 7      |  |  |
| 28. Umtrew        | • Umtrew at Byrnihat<br>East                     |   | 1. Umtrew at<br>Byrnihat East                | 7.7    |  |  |
| ORISSA            |  |   |  |        |  |  |
| 29. Kathjodi      | Along Cuttack                                    | Cuttack Sewage                              | 1. Cuttack D/S                               | 6.4    |  |  |
| PONDICHERI        | RY   |   |  |        |  |  |
| 30. Arasalar      | Along Karaikal                                   | Domestic waste of karaikal                  | 1. Arasalar River<br>Karaikal Region         | 7      |  |  |
| RAJASTHAN         |  |   |  |        |  |  |
| 31. Chambal       | D/S Kota City                                    | Industrial & Domestic<br>waste from Kota    | 1. Kota D/S (2km.<br>From City)              | 6.2    |  |  |
| TAMIL NADU        | ſ  |   |  |        |  |  |
| 32. Vaigai        | Along Madurai                                    | Madurai-Industrial & domestic wastewater    | 1. Vivinity of<br>Madurai                    | >6     |  |  |
| 33. Tambiraparani | • Along AmbasaMoU<br>Dam                         | MaduraCoatsIndustrial waste                 | 1. Rail Bdg. Nr.<br>AmbasaMoUDam             | 6      |  |  |
| 34. Cauvery       | • Tiruchirapalli to grand                        | Municipal sewage of                         | 1.Tiruchirappalli D/s                        | 6      |  |  |
|                   | Anaicut  | Erode, Tiruchirapalli                       | 2. Trichy, Grand<br>Anaicut                  | 7.8    |  |  |
|                   |  |   | 3. 1km D/s of<br>Bhavani river<br>confkuence | 7.3    |  |  |
| 35. Bhavani       | • Bhavani  | Municipal sewage                            | 1. Bhavani sagar<br>bhavani                  | 7.6    |  |  |
|                   |  |   | 2. Bhavani at<br>Bhavani                     | 6.8    |  |  |
| UTTAR PRAD        | ESH  |   |  |        |  |  |
| 36. River Ganga   | • D/S of Haridwar                                |   | 1.D/s of Haridwar                            | 7.6    |  |  |
| WEST BENGA        | <b>NL</b>  |   |  |        |  |  |
| 37. Damodar       | • D/s asansol                                    |   | 1. Narainpur After                           |        |  |  |
|                   |  |   | confl. Of Nunia<br>Nallah                    | 6.8    |  |  |
|                   |  |   | 2. Near Mujher Mana village after conf. Of   |        |  |  |
|                   |  |   | tamla nallah                                 | 6.8    |  |  |
| 38. River Ganga   | • D/S Dakshineshwar                              | Industrial waste & sewage from Dakshineswar | 1. Dakshineshwar                             | 6      |  |  |

| POLLUTED RIVER STRECHES (BOD between 3 & 6 mg/i) |                                  |   |                           |          |  |
|--|----------------------------------|---|---------------------------|----------|--|
| River  | Polluted Stretch                 | Source/City Monitoring Location                 |                           | BOD      |  |
|  |                                  |   |                           | mg/l     |  |
| ANDHRA PRADE                                     | SH                               |   |                           |          |  |
| 1. Tungabhadra                                   | D/s Manthralayam                 | 1. Manthralayam, Kurnool                        |                           | 3.3      |  |
| 2. krishna                                       | • Thangadi,                      | 1. Thangadi, Mahal                              | boobnagar                 | 3.1      |  |
|  | Mahaboobnagar                    |   |                           |          |  |
| 3. PENNAR  | Puspagini                        | 1. A/C Papagni, Pu                              | spagini                   | 3.2      |  |
| CHHATTISGRAH                                     |                                  | •   |                           |          |  |
| 4. MAHANADI                                      | • Rajim U/s to                   | 1. U/s Rajim                                    |                           | 3.2      |  |
|  | interstate boundary              | 2. Interstate Bounda                            | ary                       | 3.1      |  |
|  | with Orissa                      |   |                           |          |  |
| GUJRAT   |                                  |   |                           |          |  |
| 5. MAHI  | • D/s Mujpur                     | 1. At Umeta Bridge                              |                           | 3.1      |  |
|  |                                  | 2. At Mujpur                                    |                           | 3.2      |  |
| 6. PANAM   | D/s Lunawade                     | 1. AT Lunawada                                  |                           | 3.7      |  |
| 7. SABARMATI                                     | Dharoi Dam to                    | 1. Dharoi Dam                                   |                           | 3        |  |
|  | Mahudi jain Temple               |   |                           |          |  |
|  | •                                | 2. At Mahudi Jain T                             | Temple                    | 3.5      |  |
| 8. AMBIKA  | D/s Bilimora                     | 1. At Bilimora                                  |                           | 4.2      |  |
| 9. ANAS  | D/s Dahod                        | 1. Anas At Dahod (Kushalgarh), Dist. Panchmahal |                           | 3.8      |  |
| 10 BALESHWAR                                     | •                                | 1. Baleshwar Khadi At N.H. No. 8                |                           | 4.5      |  |
| KHADI  |                                  |   |                           |          |  |
| 11.KAVERI  | •                                | 1. Bridge At Billim                             | ora-Valsad Road           | 3        |  |
| HARYANA  | I                                |   |                           |          |  |
| 12. YAMUNA                                       | Kalanaur to Sonepat              | 1. Hathnikund                                   |                           | 3        |  |
|  |                                  | 2. At Kalanaur                                  |                           | 4        |  |
|  |                                  | 3. At Sonepat                                   |                           | 5        |  |
|  |                                  | 4. U/s Paonta Sahib                             |                           | 3        |  |
| KARNATAKA  |                                  | 4 4 7711  |                           |          |  |
| 13 TUNGABHADRA                                   | Ullanur D/s                      | 1. At Ullanur                                   |                           | 3.1      |  |
| 14. HUNDRI                                       | • Joharpur D/s                   | 1. Joharpur(V), Nea                             | ar Temple, Kurnool        | 3.1      |  |
| 15. KUNDU  | <ul> <li>Nandayal D/s</li> </ul> | 1. Nandyal, Near O                              | ver Bdg., Kurnool         | 3.1      |  |
| 16. ARKAVATI                                     | • D/s of Kanakapura              | 1. D/s of Kanakapu                              | ra City                   | 5        |  |
| 17. MALPRABHA                                    | • D/s of Khanapur                | 1. D/s of Khanapur                              | Village                   | 4.1      |  |
| KERALA   | -                                |   |                           | -        |  |
| 18. PUHACKAL                                     | •                                | 1. At Puzhackal Bri                             | dge                       | 4        |  |
| 19.KADAMBAYAR                                    | • D/s Brahmapuram                | 1. At Brahmapuram                               | 1                         | 3        |  |
| MADHYA PRADI                                     | ESH                              |   |                           |          |  |
| 20. MARMADA                                      | Hoshangabad D/s                  | 1. At Sethanighat                               |                           | 3.1      |  |
|  | •                                | 2. At Hoshangabad                               |                           | 3.2      |  |
| 21.MANDAKINI                                     | D/s Chitrakut                    | 1. At Cjotralit                                 |                           | 5        |  |
| MAHARASHTRA                                      |                                  | -   |                           | <u>.</u> |  |
| 22. ULHAS  | Along Badlapur                   | 1. U/s of Badlapur,                             |                           | 3.4      |  |
| 23.BHATSA  | Along Pise village               | 2. D/s of Pise Dam                              | Near Pise Village (Ulhas) | 3.3      |  |

| POLLUTED RIVER STRECHES (BOD between 3 & 6 mg/i) |   |                  |  |                                |      |  |
|--|---|------------------|--|--------------------------------|------|--|
| River  |   | Polluted Stretch | Source/City                                    | Monitoring Location            | BOD  |  |
|  |   |                  |  |                                | mg/l |  |
| NEGALAND   |   |                  | <b>I</b>                                       |                                |      |  |
| 24 DHANSIRI                                      | ٠ | Along Dimapur    | 1. Near Check Gate                             | (Dimapur Khutkhuti Road)       | 3.2  |  |
|  |   |                  | 2. Full Nagarjan                               |                                | 3.6  |  |
|  |   |                  | 3. Nuton Basti                                 |                                | 4.8  |  |
|  |   |                  | 4. City Boundary B                             | ridge (Diphu Raod)             | 3.2  |  |
| ORISSA   | _ |                  |  |                                |      |  |
| 25 BRAHMANI                                      | ٠ | Panposh to       | 1. D/s Panposh                                 |                                | 4.6  |  |
|  |   | Rourkela         | 2. Rourkela D/s                                |                                | 3    |  |
| 26 MAHANADI                                      | • | Cuttack D/s      | 1. Cuttack D/s                                 |                                | 4.6  |  |
| 27 KUAKHAI                                       | ٠ | Along            | 1. At Bhubaneshwa                              | r                              | 3.2  |  |
|  |   | Bhubaneshwar     |  |                                |      |  |
| SIKKIM   |   |                  |  |                                |      |  |
| 28 TEESTA  | ٠ | D/s Gangtok      | 1. After confluence                            | with River Ranichu at Singtam  | 3    |  |
|  |   | e                | 2. After Confluence                            | with Rangichu agfter meeting   | 3.1  |  |
|  |   |                  | the industrial efflue                          | nts from the City Ranichu      |      |  |
|  |   |                  | 3. At Melli downstream                         |                                |      |  |
| 29 RANICHU                                       | ٠ | D/s Gangtok      | 1. Before confluence                           | e with River Teesta at Singtam | 3.5  |  |
|  |   | e                | 2. After confluence                            | of Ranichu and Rorachu at      | 3.2  |  |
|  |   |                  | Ranipool                                       |                                |      |  |
| 30 DIKCHU  | ٠ | D/s Gangtok      | 1. Before confluence                           | e with River Teesta Near NHPC  | 3.4  |  |
|  |   | C                | Hydroelectric Powe                             | er Project                     |      |  |
| 31 MANEY   | ٠ | D/s Gangtok      | 1. After Confluence with Ray Khola at Adampool |                                | 3.2  |  |
| KHOLA  |   | -                | after meeting waste                            | of STP                         |      |  |
|  |   |                  | 2. At Burtuk near A                            | rmy Base Camp, 4 Km U/s of     |      |  |
|  |   |                  | Gangtok  |                                |      |  |
| TAMIL NADU                                       |   |                  |  |                                |      |  |
| 32 PALAR   | • | Along Vellore    | 1. Vani yambadi Wa                             | ater Supply Head Work          | 4    |  |
| TRIPURA  |   |                  |  |                                |      |  |
| 33 HAORA   | • | Agartala         | 1. Chandrapur] Aga                             | rtala D/s of Haora             | 3.5  |  |
| UTTAR PRADESH                                    |   |                  |  |                                |      |  |
| 34 SARYU   | ٠ | Along Ayodhya    | 1. At Ayodhya at main Bating Ghat              |                                | 3    |  |
| 35. RIHAND                                       | • | Along Renukut    | 1. Renukut U/s                                 |                                |      |  |
|  |   | 0                | 2. Renukut D/s                                 |                                |      |  |
| WEST BENGAL                                      |   |                  |  |                                |      |  |
| 36. BARAKAR                                      | ٠ | D/s Asansol      | 1. At Asansol (Wat                             | er Intake Point)               | 3.8  |  |

## **ANNEXURE-7**

# NORMS FOR STAFF AND STAFF QUARTERS FOR SEWAGE PUMPING STATIONS AND STPS

## A. STAFF QUARTERS

# 1. Sewage Pumping Stations

| Staff             | Installed | Installed  | Installed  | Installed   |
|-------------------|-----------|------------|------------|-------------|
|                   | capacity  | capacity   | capacity   | capacity    |
|                   | < 150 HP  | 150-300 HP | 300-500 HP | >500 HP     |
| Pump Operators    | Type B    | Туре В     | Туре В     | Type B      |
|                   | 1         | 1          | 1          | 1           |
| Beldars           | Type A    | Туре А     | Type A     | Type A      |
|                   | 1         | 1          | 1          | 2           |
| Pump<br>Mechanics |           |            |            | Туре В<br>1 |
| Electricians      |           |            |            | Туре В<br>1 |
| Total             | 2         | 2          | 2          | 5           |

# 2. Sewage Treatment Plants

| SN | Staff                         | Types of staff Qts. | 10 mld | 40 mld | 80 mld | 120<br>mld |
|----|-------------------------------|---------------------|--------|--------|--------|------------|
| 1  | ASP / Biofiltration           |                     |        |        |        |            |
|    | Beldars                       | Α                   | 4      | 4      | 6      | 8          |
|    | Operators                     | В                   | 2      | 4      | 4      | 6          |
|    | Electrician class 1           | 1                   | 1      | 1      | 1      | 1          |
|    | Pump mechanic/Fitters class 1 | С                   | -      | 1      | 1      | 1          |
|    | J.E.                          | С                   | -      | 1      | 1      | 1          |
|    | A.E.                          | D                   | -      | -      | 1      | 1          |
|    | Operators (Power Plant)       | В                   | -      | 2      | 2      | 2          |
|    | Sub-total                     |                     | 7      | 11+2   | 14+2   | 18+2       |
| 2  | Oxidation Pond                |                     |        |        |        |            |
|    | Beldars                       | Α                   | 2      | 2      |        |            |
| 3  | Aerated Lagoons               |                     |        |        |        |            |
|    | Beldars                       | Α                   | 2      | 2      |        |            |
|    | Operators                     | В                   | 2      | 2      |        |            |
| 4  | <b>UASB Treatment Plants</b>  |                     |        |        |        |            |
|    | Operators                     | В                   | 1+1    | 1+1    | 1+1    | 1+1        |
|    | -                             | -                   | -      | -      | -      | -          |
|    | Sweepers                      | А                   | 1      | 1      | 1      | 1          |
|    | Watchmen/Gatemen              | А                   | 1      | 1      | 1      | 1          |
|    | Electrician cum Mechanic      | В                   | 1      | 1      | 1      | 1          |
|    | Chemists***                   | В                   | 1      | 1      | 1      | 1          |
|    | J.E.**                        | С                   | 1      | 1      | 1      | 1          |
|    | A.E.(Civil)                   | D                   | -      | 1      | 1      | 1          |
|    | EE(Civil)                     | -                   | -      | -      | -      | -          |

Note: \*Operators' quarter for Power Package \*\*One J.E. would look after more UASB Plants in a city \*\*\*One Chemist would look after more UASB Plants in a city with a single laboratory.

| 3. | Covered Areas for Different Categories of Residential Accommodation (Area |
|----|---|
|    | as per CPWD norms)  |

| Personnel                          | Туре | Plinth Area |
|------------------------------------|------|-------------|
| Sweepers, Watchmen                 | А    | 34.20 sq.m. |
| Operators, Electricians & Chemists | В    | 45.60 sq.m. |
| J.Es.                              | С    | 62.70 sq.m. |
| A.Es.                              | D    | 86.00 sq.m. |

#### 4. Guide Lines for Staff Quarters

- 1. No staff quarters are necessary for the IPS and MPS, if the installed capacity is less than 150 HP.
- 2. The staffing pattern for STP has been taken as per the guidelines of the Expert Committee set up by NRCD for the above purpose.
- 3. Number and type of quarters for different capacities any types of treatment plants have been worked out taking into consideration the operating staff in shifts. Quarters have also been proposed for minimum maintenance staff in large pumping stations and STPs.
- 4. Only a few supervisory staff at large STPs are to be considered for staff quarters at the site of treatment plant.
- 5. The pay scales and type of accommodation are based as per norms laid down by the Ministry of Urban Development.
- 6. If the land is not available at the site of MPS for construction of staff quarters, these quarters can be constructed at the site of treatment plant.
- 7. Staff quarters are not to be treated as rent-free.
- 8. 20% of the operating staff in shifts is to be provided quarters in the vicinity of STP.
- 9. States can adopt their own eligibility norms for different categories of staff, provided the variations are not too large.

#### **B. REQUIREMENT OF STAFF FOR SEWAGE PUMPING STATIONS**

| Staff<br>Required | Installed<br>Capacity<br>< 150 HP | Installed<br>Capacity<br>150-300 HP | Installed<br>Capacity<br>300-500 HP | Installed<br>Capacity<br>>500 HP |
|-------------------|-----------------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| J.E.              | 1/2                               | 1/2                                 | 1                                   | 1                                |
| Pump              | 1                                 | 1                                   | 1 1/2                               | 1 1/2                            |
| Mechanics         |                                   |                                     |                                     |                                  |
| Electricians      | 1                                 | 1                                   | 1                                   | 1                                |
| Pump              | 1x3                               | 1x3                                 | 1x3                                 | 1x3                              |
| Operators         |                                   |                                     |                                     |                                  |
| Beldars           | 1x2                               | 1x2                                 | 1x3                                 | 2x3                              |
| Sweepers          | 1x1                               | 1x1                                 | 1x1                                 | 1x1                              |
| Designation                      | Activated sludge |      |      | High Rate |    |       |       | Oxidation Ditch |    |    |    | Oxidation Pond |    |    |    | Aerated Lagoon |    |    |    |     |
|----------------------------------|------------------|------|------|-----------|----|-------|-------|-----------------|----|----|----|----------------|----|----|----|----------------|----|----|----|-----|
|                                  | Pr               | oces | s/UA | SB        |    | Filtı | ation | 1               |    |    |    |                |    |    |    |                |    |    |    |     |
| Capacity,<br>mld                 | 10               | 40   | 80   | 120       | 10 | 40    | 80    | 120             | 10 | 40 | 80 | 120            | 10 | 40 | 80 | 120            | 10 | 40 | 80 | 120 |
| Ex Engineer                      |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| (Project                         | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | -  | -   |
| Manager                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| AE(E&M)                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Asstt.                           | 1                | 1    | 1    | 1         | 1  | 1     | 1     | 1               | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| Manager                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| AE(Civil)                        |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Asstt.                           | -                | -    | -    | 1         | -  | -     | -     | 1               | -  | -  | -  | 1              | -  | -  | -  | -              | -  | -  | -  | 1   |
| Manager                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| JE(E&M)                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Junior                           | 4                | 4    | 6    | 6         | 4  | 4     | 6     | 6               | 4  | 4  | 6  | 6              | -  | -  | -  | -              | 4  | 4  | 4  | 4   |
| Manager                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| JE(Civil)                        |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Junior                           | -                | -    | 1    | 2         | -  | -     | 1     | 2               | 1  | 1  | 1  | 2              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 2   |
| Manager                          |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Fitter(Mech)                     | 1                | 1    | 2    | 2         | 1  | 1     | 2     | 2               | 1  | 1  | 2  | 2              |    |    |    |                |    |    | 1  | 1   |
| Ist Class                        | 1                | 1    | 2    | 2         | 1  | 1     | 2     | 2               | 1  | 1  | 2  | 2              | -  | -  | -  | -              | -  | -  | 1  | 1   |
| Elect Ist                        | 1                | 1    | 2    | 2         | 1  | 1     | 1     | 0               | 1  | 1  | 2  | 2              |    |    |    |                | 1  | 1  | 0  | 2   |
| Class                            | 1                | 1    | 2    | 3         | 1  | 1     | 1     | 2               | 1  | 1  | 2  | 2              | -  | -  | -  | -              | 1  | 1  | 2  | 3   |
| Fitter, 2 <sup>nd</sup>          |                  |      | 1    | 1         |    |       | 1     | 1               |    |    | 1  | 1              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| Class                            | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| Electn, 2 <sup>nd</sup><br>class | 1                | 1    | 2    | 2         | 1  | 1     | 2     | 2               | 1  | 1  | 2  | 2              | 1  | 1  | 1  | 1              | 1  | 1  | 2  | 2   |
| Gardener                         | 1                | 1    | 2    | 2         | 1  | 1     | 2     | 2               | 1  | 1  | 2  | 2              | 1  | 1  | 2  | 2              | 1  | 1  | 2  | 2   |
| Dirver                           | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | 1  | 1   |
| Cleaner                          | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | 1  | 1   |
| Jr.<br>Accountant                | 1                | 1    | 1    | 1         | 1  | 1     | 1     | 1               | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| UDC.                             |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Senior Astt.                     | 1                | 1    | 1    | 2         | 1  | 1     | 1     | 2               | 1  | 1  | 1  | 2              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| LDC/Typist                       |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Junior Asstt.                    | 1                | 1    | 2    | 3         | 1  | 1     | 2     | 3               | 1  | 1  | 2  | 3              | 1  | 1  | 2  | 2              | 1  | 1  | 1  | 2   |
| Peon                             | 1                | 1    | 2    | 3         | 1  | 1     | 2     | 3               | 1  | 1  | 2  | 3              | -  | -  | 1  | 1              | 1  | 1  | 1  | 2   |
| Jr. Steno                        | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | -  | -   |
| Chemist                          | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | -  | -   |
| Asst.                            |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Chemist                          | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | 1  | 1   |
| Lab Astt                         | 1                | 1    | 1    | 1         | 1  | 1     | 1     | 1               | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| Lab                              |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Attendant                        | 1                | 2    | 2    | 2         | 1  | 2     | 2     | 2               | 1  | 2  | 2  | 2              | 1  | 1  | 1  | 1              | 1  | 1  | 1  | 1   |
| Sweeper                          | 1                | 1    | 2    | 2         | 1  | 1     | 2     | 2               | 1  | 1  | 2  | 2              | 1  | 1  | 2  | 2              | 1  | 1  | 2  | 2   |
| Welder cum                       |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| Balck smith                      | -                | -    | 1    | 1         | -  | -     | 1     | 1               | -  | -  | 1  | 1              | -  | -  | -  | -              | -  | -  | -  | -   |
| Operators                        | 12               | 16   | 19   | 19        | 12 | 16    | 19    | 19              | 8  | 8  | 12 | 12             | -  | -  | 1  | 1              | 4  | 4  | 4  | 4   |
| Labour                           |                  |      |      |           |    |       |       |                 |    |    |    |                |    |    |    |                |    |    |    |     |
| (Beldars)                        | 28               | 44   | 54   | 73        | 28 | 44    | 53    | 72              | 21 | 28 | 48 | 52             | 11 | 20 | 36 | 50             | 1  | 14 | 27 | 34  |

# C. REQUIREMENT OF STAFF FOR STPs

## COMPLETION REPORT (Part A) (General Abstract of Cost)

- 1. Name of the scheme:
- 2. Sanctioned Amount:
- 3. Date of sanction:
- 4. Date of Scheduled start:
- 5. Date of actual start:
- 6. Date of Scheduled Completion:
- 7. Date of actual completion
- 8. Actual Expr.

| SI.<br>No | Sub-head/<br>component | As per<br>sanctioned<br>Estimate |     | As executed |      |     | Vari | ation         | Reasons<br>for<br>Variation | Cost as<br>per<br>executed | Escalation<br>Due to<br>variation                          | Escalation<br>Due to<br>price       | Remarks                                      |    |
|-----------|------------------------|----------------------------------|-----|-------------|------|-----|------|---------------|-----------------------------|----------------------------|--|-------------------------------------|--|----|
|           |                        | Item                             | Qty | Amt.        | Item | Qty | Amt. | Saving<br>(+) | Excess<br>(-)               |                            | quantity<br>&<br>Rates as<br>per<br>sanctioned<br>Estimate | in<br>quantity<br>Col. 12<br>Col. 5 | variation<br>Col. 8-<br>Col.5-<br>Col.<br>13 |    |
| 1         | 2                      | 3                                | 4   | 5           | 6    | 7   | 8    | 9             | 10                          | 11                         | 12   | 13                                  | 14   | 15 |

Certified (1) That there has been no material deviations from the sanctioned plans and specifications other than those approved by the competent authority.

- (2) That the works have been completed as per specifications and completion drawings enclosed
- (3) That the site has been cleared of all malba, rubbish and surplus materials, contractors' hutments and his materials etc

| SI. | Descri- |     | As per s | anctioned | ł   |     | As e | As executed |     | Variation |        | Reasons   | Costas     | Escalation   | Escalation | Rem  |
|-----|---------|-----|----------|-----------|-----|-----|------|-------------|-----|-----------|--------|-----------|------------|--------------|------------|------|
| No  | ption   |     | Esti     | imate     |     |     |      |             |     |           |        | for       | per        | Due to       | Due to     | arks |
| _   | of      | Qty | Unit     | Rate      | Amt | Qty | Unit | Rate        | Amt | Saving    | Excess | Variation | executed   | variation in | price      |      |
|     | :10     | -   |          |           |     |     |      |             |     | (+)       | (-)    |           | quantity   | quantities   | variation  |      |
|     | nem     |     |          |           |     |     |      |             |     |           |        |           | & Rates    | col.14-Col.  | Col.10-    |      |
|     | of      |     |          |           |     |     |      |             |     |           |        |           | As per     | 6.           | Col.6 -    |      |
|     | work    |     |          |           |     |     |      |             |     |           |        |           | sanctioned |              | Col.15     |      |
|     |         |     |          |           |     |     |      |             |     |           |        |           | Estimate   |              |            |      |
| 1   | 2       | 3   | 4        | 5         | 6   | 7   | 8    | 9           | 10  | 11        | 12     | 13        | 14         | 15           | 16         | 17   |

#### **COMPLETION REPORT (Part B)**

#### SUGGESTIVE STRUCTURE OF THE CITY SANITATION PLAN REPORT

| Chapters | Description  |
|----------|--|
| (i)      | Table of Contents  |
| (ii)     | List of Abbreviations  |
| (iii)    | SALIENT FEATURES OF THE PROJECT  |
| (iv)     | EXECUTIVE SUMMARY  |
|          |  |
| 1.       | ABOUT THE PROJECT AREA   |
| 1.1      | Authority for preparation of project   |
| 1.2      | Composition of the team set up for preparing the City Sanitation plan                    |
| 1.3      | Description of the project area  |
| i.       | Brief description of the polluted stretch of the river and its basin                     |
| ii.      | Justification for selecting the town for project formulation under NRCP / NGRBA          |
| iii.     | Brief history of the town  |
| iv.      | Geographical Location  |
| v.       | Climate  |
| vi.      | Topography   |
| vii.     | Drainage channels  |
| viii.    | Administrative divisions   |
| ix.      | Commercial aspects   |
| х.       | Industrial activities  |
| xi.      | Educational activities   |
| xii.     | Cultural activities  |
| xiii.    | Religious activities   |
| xiv.     | Socio –Economic status   |
| XV.      | Town Management  |
| xvi.     | Land cost in and around the town (copy of rates be attached in support)                  |
| xvii.    | City Development plan, if any, covering the sewerage and non sewerage aspects.           |
| 1.4      | Population within the project area   |
| i.       | Ward wise Census population of the last 5 decades, area, no. of households, growth rate, |
|          | density of population  |
| ii.      | Slum wise population of the last 5 decades   |
| iii.     | Details of future population projections as per the City Master Plan                     |
| iv.      | Cattle population  |
|          |  |
| 2.       | SEWERAGE WORKS   |
| 2.1      | Status of water supply   |
|          |  |
| i        | Actual Water supply from different sources ward wise, Population covered and rate of     |
|          | water supplied in different areas  |
| ii.      | Proposals for augmentation of water supply system  |
| 2.2      | Status of existing waste water disposal works  |
|          |  |
| i.       | Existing works   |
| ii.      | Works under execution  |
| iii.     | Works sanctioned but not yet started   |
| iv.      | Total waste water generation   |
| v.       | Industrial flow  |

| Chapters   | Description  |
|------------|--|
| 2.3        | Status of Pollution of the river   |
| i.         | Nos. & details of drainage channels  |
| ii.        | Waste water flow carried by drains,  |
| iii.       | Details of measurement of flows in drains along with copies of test reports              |
| iv.        | Waste water characteristics of different drains,   |
| v.         | Details of measurement of Waste water characteristics along with copies of test          |
|            | reports  |
| vi.        | Water quality of the river u/s, d/s and at outfalls of drains discharging into the river |
| vii.       | Details of measurement of the quality of river water along with copies of test reports   |
| viii.      | Methodology followed for flow measurement and quality characteristics                    |
| ix.        | Water quality standards of river water quality   |
|            |  |
| 2.4        | Justification of the project for pollution abatement of the river                        |
|            |  |
| 3.         | NON SEWERAGE WORKS   |
| 3.1        | Community Sanitation Scheme  |
| a)         | For each ward provide the following information  |
| i.         | floating and permanent population  |
| ii.        | Number of houses not having toilet   |
| iii.       | Slum wise population   |
| iv.        | Slum wise availability of public toilets   |
|            |  |
| <b>b</b> ) | Details of plan for Slum rehabilitation, if any.   |
| <b>c</b> ) | Identification of Slums where CTCs are required  |
| <b>d</b> ) | Identification of Public places where Toilet Complexes are required.                     |
|            |  |
| 3.2        | Crematoria   |
| a)         | Base ine information   |
| 1.         | Total population including floating population   |
| 11.        | Details of existing cremation grounds- Electrical, Gas Based, Wood based                 |
|            | (Conventional)   |
| 111.<br>iv | Wood consumption per gramation ground wise   |
| 1v.        | wood consumption per cremation ground wise.  |
| b)         | Cramation grounds where Improved Wood Based Criteria / Electric Europea are              |
| U)         | instified  |
| 33         | River Front Development  |
| 5.5        | Baseline status  |
|            | For each ghat  |
|            | Number of users – peak at any given time and average                                     |
|            | Approximate dimensions of the ghat   |
|            | The state of the ghat  |
|            | Improvements required  |
|            | Locations of new ghats needed  |
|            | Approximate dimensions of new ghats  |
|            |  |
| 3.4        | Dhobi Ghats  |
|            | Dhobi ghat wise information  |
|            | Specific location  |
|            | Number of dhobis washing clothes   |
|            | Identification of locations where alternative facilities to the affected dhobis can be   |
|            | provided.  |
|            | 538  |

| Chapters   | Description  |
|------------|--|
| 3.5        | Carcass Disposal   |
|            | The number of cattle that die in the town                                      |
|            | Existing arrangements for safe carcass disposal                                |
|            | Identification of the need for carcass disposal.                               |
|            | •  |
| 3.6        | Others (Waste Disposal from dairies, slaughter houses etc.                     |
|            |  |
| 4.         | SOLID WASTE MANAGEMENT   |
|            | Baseline information municipal ward wise                                       |
|            | Category wise quantity of solid waste and its characteristics                  |
|            | Bio- degradable and non biodegradable waste                                    |
|            | Industrial Waste   |
|            | Bio-medical waste  |
|            | Segregation of the waste   |
|            | Collection and storage system  |
|            | Transfer System  |
|            | Garbage Dumping and Disposal site(s)   |
|            | Solid waste converted to compost – composting site and its capacity            |
|            | Solid waste recycled   |
|            | Deficiencies in the SWM system   |
|            | Justification for up grading the present system or a new system                |
|            |  |
| 5.         | CONSULTATION WITH STAKE HOLDERS  |
|            | Resolutions of ULBs for CSP adoption   |
|            | Consultation with community  |
| 6          | EINIANCIAL CTDATECY FOD EVECUTING THE DIFFEDENT COMPONENTS                     |
| 0.         | FINANCIAL STRATEGT FOR EAECOTING THE DIFFERENT COMPONENTS                      |
| 7.         | MAPS   |
| , <b>.</b> | (MAPS – Several themes can be shown in one man depending upon convenience)     |
| i          | Man of the Country and State showing the location of the town                  |
|            | Map showing the polluted river with its basin and the selected town            |
| iii.       | Map of the city showing River Basin and details as mentioned in chapter 3      |
| iv.        | Map of the city showing drains and their outfall points                        |
| V.         | Map of the city showing land use   |
| vi.        | Map of the city showing existing water supply works                            |
| vii.       | Map of the city showing existing sewerage works                                |
| viii.      | Map of the city showing Municipal wards  |
| ix.        | Map of the city showing Industrial Estates                                     |
| х.         | Map of the city showing Grossly polluting units                                |
| xi.        | Map of the city showing Slums  |
| xii.       | Map of the city showing markets and commercial places (For Toilet Complexes)   |
| xiii.      | Map of the city showing existing community toilet complexes                    |
| xiv.       | Map of the city showing Crematoria   |
| XV.        | Map of the city showing Ghats (River fronts where people collect for bathing ) |
| xvi.       | Map of the city showing Dhobi ghats  |
| xvii.      | Map of the city showing Cattle wallowing sites                                 |
| xviii.     | Map of the city showing Washing of motor vehicles                              |
| xix.       | Map of the city showing Garbage dumping sites                                  |
| XX.        | Map of the city showing Bio-medical treatment facilities                       |

#### Note:

- CSP is a comprehensive document covering wider issues of sanitation works required for the city.
- The CSP should flow from the City Development Plan, wherever applicable / feasible.
- Base line data on present status should be as accurate as possible.
- It is in the best interest of the city, its residents, the local body and other stake holders.
- Planning and development may involve people along with other stakeholders in structured and scientific manner.
- Financial status of the city government (overall financial profile) may answer :
  - What budgetary and accounting practices are being followed?
  - What sources of revenue does the city govt. have or plans for meeting the sustainability (recoveries)?
  - criteria for fixing user charges
  - (sector-wise financial profile Water supply, sewerage, Sanitation)

# Suggestive Structure of the Feasibility Report For Sewerage Works The project should include the following chapters

| Chapters | Description  |
|----------|--|
|          |  |
| i.       | Table of Contents  |
| ii       | List of Abbreviations  |
| iii      | Executive Summary  |
|          |  |
| 1        | ABOUT THE PROJECT AREA   |
|          | Authority for preparation of project   |
|          | Description of the project area  |
|          | Brief history of the town  |
|          | Geographical Location  |
|          | Climate  |
|          | Topography   |
|          | Drainage channels  |
|          | Administrative divisions   |
|          | Commercial aspects   |
|          | Industrial activities  |
|          | Educational activities   |
|          | Cultural activities  |
|          | Religious activities   |
|          | Socio –Economic status   |
|          | Town Management  |
|          | Land cost in and around the town (copy of rates be attached in support)        |
|          | City Development Plan, if any, covering the sewerage works                     |
|          |  |
| 1.2      | Population within the project area   |
|          | Census population of the last 5 decades, area, no. of households, growth rate, |
|          | density of population  |
|          | Slum population of the last 5 decades  |
|          | Details of future population projections as per the City Master Plan           |
|          |  |
| 1.3      | Status of water supply   |
|          | Actual Water supply from different sources ward wise, Population covered and   |
|          | rate of water supplied in different areas                                      |
|          | Proposals for augmentation of water supply system                              |
|          |  |
| 1.4      | Status of existing waste water disposal works                                  |
|          | Existing works   |
|          | Works under execution  |
|          | Works sanctioned but not yet started   |
| 1.5      |  |
| 1.5      | Status of Pollution of the river   |
|          | Nos. & details of drainage channels  |
|          | waste water flow carried by drains,  |
|          | Details of measurement of flows in drains along with copies of test reports    |
|          | Waste water characteristics of different drains,                               |

| Details of measurement of Waste water characteristics along with copies of test reports           Water quality of the river u/s, d/s and at outfalls of drains discharging into the river           Details of measurement of the quality of river water along with copies of test reports           Methodology followed for flow measurement and quality characteristics           Water quality standards of river water quality           Justification of the project for pollution abatement of the river           2         APPROACH AND SEWERAGE DISTRICTS           2.1         Approach           Design Criteria         Design Criteria           Design periods         Population projections for the town for design periods           Norms of rate of water supply         Interception factor (IF)           Plans for renovation, up gradation, augmentation etc of the existing sewerage works           2.2         Drainage areas           Description         Details           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of water supplied in different areas           Projected flows in ach drainage area in design years based on projected flows in drains and actual lpd*populn*IF           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Posible no. of sewerage districts, based on topography, existing se   | Chapters | Description   |
|--|----------|---|
| reports Water quality of the river u/s, d/s and at outfalls of drains discharging into the river Details of measurement of the quality of river water along with copies of test reports Methodology followed for flow measurement and quality characteristics Water quality standards of river water quality Justification of the project for pollution abatement of the river APPROACH AND SEWERAGE DISTRICTS APPROACH AND SEWERAGE DISTRICTS Design Criteria Design periods Population projections for the town for design periods Norms of rate of water supply Interception factor (IF) Plans for renovation, up gradation, augmentation etc of the existing sewerage works C2.2 Drainage areas Description Details Population projections of each drainage area for design years Actual water supply form different sources, Population covered and rate of water supplied in different areas Projected waste water flows in each drainage area in design years based on projected lows in drains and actual lpcd*populn*IF 2.3 SEWERAGE DISTRICTS 2.3 Details of Decentralized Option Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of ry lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction alc commissioning of works etc. Population projections of each district in design years Projected waste water flows in each district in design years Projected waste water flows in each district in design years Projected waste water flows on chirs and actual pcd*populn*IF 2.3 SEWERAGE DISTRICTS 2.3.1 Details of Decentralized Option Possible no, of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of ry lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction alc commissioning of works etc. Population projections of each district in design years Projected waste water flows in each district in design years Projected waste wate |          | Details of measurement of Waste water characteristics along with copies of test                                     |
| Water quality of the river u/s, d/s and at outfalls of drains discharging into the river           Details of measurement of the quality of river water along with copies of test reports           Methodology followed for flow measurement and quality characteristics           Water quality standards of river water quality           Justification of the project for pollution abatement of the river           2         APPROACH AND SEWERAGE DISTRICTS           2.1         Approach           Design Criteria         Design Criteria           Design of rate of water supply         Interception factor (IF)           Plans for renovation, up gradation, augmentation etc of the existing sewerage works           Description         Details           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of water suppled in different areas           Projected Nows in drains and actual lpcd*populn*IF           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.           Population projections of each district in design years           Projected waste water flows in each distr   |          | reports   |
| river Details of measurement of the quality of river water along with copies of test reports Methodology followed for flow measurement and quality characteristics Water quality standards of river water quality Justification of the project for pollution abatement of the river APPROACH AND SEWERAGE DISTRICTS APProach Design Criteria Design periods Population projections for the town for design periods Norms of rate of water supply Interception factor (IF) Plans for renovation, up gradation, augmentation etc of the existing sewerage works C.2 Drainage areas Description Details Population projections of each drainage area for design years Actual water supply from different sources, Population covered and rate of water supplied in different areas Projected wate water flows in each drainage area in design years based on projected flows in drafins and actual lpcd*populn*IF C.3 SEWERAGE DISTRICTS C.3 Details of Decentralized Option Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc. Population projections of each district in design years Projected wate water flows in each district in design years Projected wate mater flows in each district in design years Projected wate water flows in each district in design years Projected wate water flows in each district in design years Projected wate water flows in each district in design years Projected wate water flows in each district in design years Projected wate water flows in each district Availability of land for various components in each district Availability of land for various components in each district Availability of land for various components Land required for various components Land available for various components Land cost in and near the town (copy of rates be attached in support) O&M cost of proposed works                                 |          | Water quality of the river u/s, d/s and at outfalls of drains discharging into the                                  |
| Details of measurement of the quality of river water along with copies of test<br>reports           Methodology followed for flow measurement and quality characteristics           Water quality standards of river water quality           Justification of the project for pollution abatement of the river           2         APPROACH AND SEWERAGE DISTRICTS           2.1         Approach           Design Criteria         Design Criteria           Design periods         Population projections for the town for design periods           Norms of rate of water supply         Interception factor (IF)           Plans for renovation, up gradation, augmentation etc of the existing sewerage<br>works           2.2         Drainage areas           Description         Details           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of<br>water supplied in different areas           Projected waste water flows in each drainage area in design years based on<br>projected flows in drains and actual lpcd*populn*IF           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Possibe no. of sewerage districts, based on topography, existing sewerage<br>works, availability of land for SPS and STPs, location of rly lines, ridge lines,<br>rivers, National Highways etc, availability of power, encroachments, quicker<br>construction and commissioning of works etc.   |          | river   |
| reports         Methoology followed for flow measurement and quality characteristics         Water quality standards of river water quality         Justification of the project for pollution abatement of the river         2       APPROACH AND SEWERAGE DISTRICTS         2.1       Approach         Design Criteria       Design periods         Population projections for the town for design periods         Norms of rate of water supply         Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Detecntrailazed Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways et., availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected Wasete water fl  |          | Details of measurement of the quality of river water along with copies of test                                      |
| Methodology followed for flow measurement and quality characteristics           Water quality standards of river water quality           Justification of the project for pollution abatement of the river           2         APPROACH AND SEWERAGE DISTRICTS           2.1         Approach           Design Criteria         Design periods           Population projections for the town for design periods         Norms of rate of water supply           Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works           Obscription         Destails           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of water supplied in different areas           Projected Maste water flows in each drainage area in design years based on projected IDISTRICTS           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.           Population projections of each district in design years           Projected waste water flows in each district           Availability of land for various components in each district   |          | reports   |
| Water quality standards of river water quality         Justification of the project for pollution abatement of the river         2       APPROACH AND SEWERAGE DISTRICTS         3.1       Approach         Design Criteria       Design periods         Population projections for the town for design periods       Norms of rate of water supply         Interception factor (IF)       Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas       Description         Details       Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.4.1       Details of Decentralized Option         Possible no. of swerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of powers, encroachments, quicker construction and commissioning of works setc.         Population projections of each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Availability of land for various components in each district         Availability of land   |          | Methodology followed for flow measurement and quality characteristics   |
| Justification of the project for pollution abatement of the river           2         APPROACH AND SEWERAGE DISTRICTS           2.1         Approach           Design Criteria         Design periods           Population projections for the town for design periods         Norms of rate of water supply           Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works           2.2         Drainage areas           Description         Details           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of water supplied in different areas           Projected flows in drains and actual lpcd*populn*IF           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.           Population projections of each district in design years           Projected waste water flows in each district           Availability of land for various components in each district           Availability of land for various components in each district           Availability of land for various components in each distric   |          | Water quality standards of river water quality  |
| Justification of the project for pollution abatement of the river         2       APPROACH AND SEWERAGE DISTRICTS         2.1       Approach         Design Criteria       Design Criteria         Design projections for the town for design periods       Norms of rate of water supply         Interception factor (IF)       Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description       Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected Waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of severage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of ry lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Ayailability of land for various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in e   |          |   |
| 2       APPROACH AND SEWERAGE DISTRICTS         2.1       Approach         Design Criteria       Design periods         Population projections for the town for design periods       Norms of rate of water supply         Interception factor (IF)       Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas       Description         Details       Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected wate water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Actual water supply         Population projections of each district in design years         Projected waste water flows in each district         Availability of land f  |          | Justification of the project for pollution abatement of the river   |
| <ul> <li>2.1 Approach         <ul> <li>Design Criteria</li> <li>Design periods</li> <li>Population projections for the town for design periods</li> <li>Norms of rate of water supply</li> <li>Interception factor (IF)</li> <li>Plans for renovation, up gradation, augmentation etc of the existing sewerage works</li> <li>Drainage areas</li> <li>Description</li> <li>Details</li> <li>Population projections of each drainage area for design years</li> <li>Actual water supply from different sources, Population covered and rate of water supplied in different areas</li> <li>Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF</li> </ul> </li> <li>2.3 SEWERAGE DISTRICTS</li> <li>2.3 Details of Decentralized Option</li> <li>Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.</li> <li>Population projections of each district in design years</li> <li>Projected waste water flows in each district in design years</li> <li>Projected waste water flows on each district in design years</li> <li>Projected waste water flows on each district in design years</li> <li>Projected waste water flows on each district in design years</li> <li>Projected waste water flows on each district in design years</li> <li>Projected waste water flows on ponents in each district</li> <ul> <li>Availability of land for various components in each district</li> <li>Availability of land for various components in each district</li> <li>Approx capital and O&amp;M cost of works in each district</li></ul></ul>  | 2        | APPROACH AND SEWERAGE DISTRICTS   |
| Design Criteria         Design periods         Population projections for the town for design periods         Norms of rate of water supply         Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of and Ox Sor Sorts in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Approx dig STP of cheaper technology         2.3.2       Details of Centra  | 2.1      | Approach  |
| Design periods         Population projections for the town for design periods         Norms of rate of water supply         Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, valiability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district   |          | Design Criteria   |
| Population projections for the town for design periods         Norms of rate of water supply         Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2         Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected vaste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land Gor various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Land required f  |          | Design periods  |
| Norms of rate of water supply           Interception factor (IF)           Plans for renovation, up gradation, augmentation etc of the existing sewerage works           2.2         Drainage areas           Description           Details           Population projections of each drainage area for design years           Actual water supply from different sources, Population covered and rate of water supplied in different areas           Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF           2.3         SEWERAGE DISTRICTS           2.3.1         Details of Decentralized Option           Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.           Population projections of each district in design years           Projected waste water flows in each district           Availability of land for various components in each district           Availability of land or various components in each district           Availability of land or various components in each district           Availability of land for various components in each district           Availability of land for various components in each district           Availability of land for various components in each district   |          | Population projections for the town for design periods  |
| Interception factor (IF)         Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description         Details       Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land Oc various components in each district         Availability of land Ow or so to of works in each district         Availability of STP         Lengths of sewer lines and capacity of SPS, STPs in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each dis  |          | Norms of rate of water supply   |
| Plans for renovation, up gradation, augmentation etc of the existing sewerage works         2.2       Drainage areas         Description       Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land or various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Actual ability of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land required for various components         Land required for various components <th></th> <th>Interception factor (IF)</th>   |          | Interception factor (IF)  |
| works         2.2       Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Actual sof Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available  |          | Plans for renovation, up gradation, augmentation etc of the existing sewerage                                       |
| 2.2       Drainage areas         Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP       Lind required for various components         Land required for various components       Land required for various components      <  |          | works   |
| 2.2       Drainage areas         Description       Details         Population projections of each drainage area for design years         Actual water supplied in different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Lind required for various components         Land required for various components         Land required for various components         Land available for various components <th></th> <th></th>   |          |   |
| Description         Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Land required for various components         Land required for various components         Land required for various components         Land cost in and near the town (copy of rates be attached in support)      <   | 2.2      | Drainage areas  |
| Details         Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP       Life Cycle Cost of STP         Anticipated number of SPS       Land required for various components         Land required for various components       Land required for various components         Land cost  |          | Description   |
| Population projections of each drainage area for design years         Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Ayailability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M  |          | Details   |
| Actual water supply from different sources, Population covered and rate of water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works       Life Cycle Cost of proposed works   |          | Population projections of each drainage area for design years   |
| water supplied in different areas         Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | Actual water supply from different sources, Population covered and rate of  |
| Projected waste water flows in each drainage area in design years based on projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district         Availability of land for various components in each district         Availability of land for various components in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works   |          | water supplied in different areas   |
| projected flows in drains and actual lpcd*populn*IF         2.3       SEWERAGE DISTRICTS         2.3.1       Details of Decentralized Option         Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | Projected waste water flows in each drainage area in design years based on  |
| <ul> <li>2.3 SEWERAGE DISTRICTS</li> <li>2.3.1 Details of Decentralized Option         <ul> <li>Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.</li> <li>Population projections of each district in design years</li> <li>Projected waste water flows in each district in design years</li> <li>Lengths of sewer lines and capacity of SPS, STPs in each district</li> <li>Availability of land for various components in each district</li> <li>Approx capital and O&amp;M cost of works in each district</li> <li>Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology</li> </ul> </li> <li>2.3.2 Details of Centralized option         <ul> <li>Capacity of STP</li> <li>Life Cycle Cost of STP</li> <li>Anticipated number of SPS</li> <li>Land required for various components</li> <li>Land cost in and near the town (copy of rates be attached in support)</li> <li>O&amp;M cost of proposed works</li> <li>Life Cycle Cost of proposed works</li> </ul> </li> </ul>  |          | projected flows in drains and actual lpcd*populn*IF   |
| <ul> <li>2.3.1 Details of Decentralized Option         <ul> <li>Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.</li> <li>Population projections of each district in design years</li> <li>Projected waste water flows in each district in design years</li> <li>Lengths of sewer lines and capacity of SPS, STPs in each district</li> <li>Availability of land for various components in each district</li> <li>Approx capital and O&amp;M cost of works in each district</li> <li>Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology</li> </ul> </li> <li>2.3.2 Details of Centralized option         <ul> <li>Capacity of STP</li> <li>Life Cycle Cost of STP</li> <li>Anticipated number of SPS</li> <li>Land required for various components</li> <li>Land cost in and near the town (copy of rates be attached in support)</li> <li>O&amp;M cost of proposed works</li> <li>Life Cycle Cost of proposed works</li> </ul> </li> </ul>  | 2.3      | SEWERAGE DISTRICTS  |
| Possible no. of sewerage districts, based on topography, existing sewerage works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology <b>2.3.2 Details of Centralized option</b> Capacity of STP         Linfe Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works   | 2.3.1    | Details of Decentralized Option   |
| <ul> <li>works, availability of land for SPS and STPs, location of rly lines, ridge lines, rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.</li> <li>Population projections of each district in design years</li> <li>Projected waste water flows in each district in design years</li> <li>Lengths of sewer lines and capacity of SPS, STPs in each district</li> <li>Availability of land for various components in each district</li> <li>Approx capital and O&amp;M cost of works in each district</li> <li>Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology</li> <li>2.3.2 Details of Centralized option</li> <li>Capacity of STP</li> <li>Life Cycle Cost of STP</li> <li>Anticipated number of SPS</li> <li>Land required for various components</li> <li>Land cost in and near the town (copy of rates be attached in support)</li> <li>O&amp;M cost of proposed works</li> <li>Life Cycle Cost of proposed works</li> </ul>  |          | Possible no. of sewerage districts, based on topography, existing sewerage  |
| <ul> <li>rivers, National Highways etc, availability of power, encroachments, quicker construction and commissioning of works etc.</li> <li>Population projections of each district in design years</li> <li>Projected waste water flows in each district in design years</li> <li>Lengths of sewer lines and capacity of SPS, STPs in each district</li> <li>Availability of land for various components in each district</li> <li>Approx capital and O&amp;M cost of works in each district</li> <li>Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology</li> <li><b>2.3.2 Details of Centralized option</b></li> <li>Capacity of STP</li> <li>Life Cycle Cost of STP</li> <li>Anticipated number of SPS</li> <li>Land required for various components</li> <li>Land cost in and near the town (copy of rates be attached in support)</li> <li>O&amp;M cost of proposed works</li> <li>Life Cycle Cost of proposed works</li> </ul>   |          | works, availability of land for SPS and STPs, location of rly lines, ridge lines,                                   |
| construction and commissioning of works etc.         Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works   |          | rivers, National Highways etc, availability of power, encroachments, quicker  |
| Population projections of each district in design years         Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | construction and commissioning of works etc.  |
| Projected waste water flows in each district in design years         Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | Population projections of each district in design years   |
| Lengths of sewer lines and capacity of SPS, STPs in each district         Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works   |          | Projected waste water flows in each district in design years  |
| Availability of land for various components in each district         Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works   |          | Lengths of sewer lines and capacity of SPS, STPs in each district   |
| Approx capital and O&M cost of works in each district         Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | Availability of land for various components in each district  |
| Economics of option of providing land at farther distance at cheaper rates and providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works  |          | Approx capital and O&M cost of works in each district   |
| Providing STP of cheaper technology         2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Energy of entire of entire of entire land at forther distance at chemoments on determined at forther distance at chemoments of an and a standard at forther distance at chemoments of a standard at forther distance at chemoments and a standard at the standard at  |          | Economics of option of providing land at farther distance at cheaper rates and                                      |
| 2.3.2       Details of Centralized option         Capacity of STP         Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Energy of entire of entire of entire land at forther distance at chapter and and  | 222      | Deterile of Controlling Longian   |
| Life Cycle Cost of STP         Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of protocol of proposed works   | 2.3.2    | Details of Centralized option   |
| Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of protocol of proposed works  |          | Life Cycle Cest of STP  |
| Anticipated number of SPS         Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of ortion of proposed works  |          | Antiginated number of SDS   |
| Land required for various components         Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of ortion of proposed works  |          | Land required for various components  |
| Land available for various components         Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of option of proposed works   |          | Land required for various components  |
| Land cost in and near the town (copy of rates be attached in support)         O&M cost of proposed works         Life Cycle Cost of proposed works         Economics of ention of proposed works   |          | Land available for various components   |
| Life Cycle Cost of proposed works  |          | Land cost in and near the town (copy of rates be attached in support) $O_{\rm SM}$ cost of proposed works           |
| Energy cle Cost of proposed works  |          | Life Cycle Cost of proposed works   |
|  |          | Life Cycle Cost of proposed works<br>Economics of option of providing land at forther distance at chapter rates and |
| providing STP of cheaper technology  |          | providing STP of cheaper technology   |

| Chapters | Description   |
|----------|---|
| 3.3.3    | LCC of centralized v/s decentralized options for various                |
|          | combination of no. of districts   |
|          |   |
| 3        | OPTION ADOPTED  |
|          | Finally deciding no. of districts and Justification                     |
|          | Brief description of each district, works proposed, approx capital and  |
|          | O&M cost of works   |
|          | Impact of the proposed works on the health of the river, as compared to |
|          | the river water quality standards                                       |
|          | General Abstract of Cost (Comprehensive)                                |
|          |   |
| 4        | INSTITUTIONAL ARRANGEMENTS  |
|          |   |
| 5        | ENVIRONMENTAL IMPACT ASSESSMENT   |
|          |   |
| 6        | COST ESTIMATES AND RESOURCE REQUIREMNT                                  |
|          | Abstract of cost estimates for each component of works                  |
|          | Possible Resources  |
|          | Phasing   |
|          | Resource recovery plan  |
|          |   |
| 7        | ANNEXURES   |
|          | Data collected as mentioned in chapter 2                                |
|          | Executive Summary of City Development Plan, if any                      |
|          | Executive Summary of City Sanitation Plan                               |
|          | Approval of City Sanitation Plan by ULB                                 |
|          | Approval of City Sanitation Plan by the State Government                |
|          | Approval of City Sanitation Plan by NRCD                                |
|          | lest Reports of River Water Quality, including those by CPCB, SPCB      |
|          | and other agencies  |
|          | Reports of quality and quality of waste water in the drains             |
|          | Sub Soil Water Dete   |
| 0        | Sub Soli Water Data   |
| 0        | Man of the Country and State showing the location of the town           |
|          | City map showing surrounding areas (based on survey of India            |
|          | topographical map)  |
|          | Satellite imagery of the town   |
|          | Map of the city showing River Basin and details as mentioned in chapter |
|          | 3   |
|          | Map of the city showing drains and their outfall points                 |
|          | Map of the city showing land use  |
|          | Map of the city showing existing and proposed `water supply works       |
|          | Map of the city showing existing sewerage works                         |
|          | General Layout of city showing all proposed sewage districts            |
|          | City plan showing the broad location of Non Sewage works ii the city    |
|          | plan map  |

# Suggestive Structure of the DPRs (only for Sewerage works)

| Chapters | Description   |
|----------|---|
| i.       | Table of Contents   |
| Ii       | List of Abbreviations   |
| Iii      | Salient Features Of The Project   |
| Iv       | Executive Summary   |
| 1        | ABOUT THE PROJECT AREA  |
| 1.1      | Authority for preparation of project  |
| 1.2      | Description of the project area   |
|          | Brief history of the town   |
|          | Geographical Location   |
|          | Climate   |
|          | Topography  |
|          | Drainage channels   |
|          | Administrative divisions  |
|          | Commercial aspects  |
|          | Industrial activities   |
|          | Educational activities  |
|          | Cultural activities   |
|          | Religious activities  |
|          | Socio – Economic status   |
|          | Town Management   |
|          | Soil characteristics  |
|          |   |
| 1.3      | Population within the project area  |
|          | Census population of the last 5 decades, area, no. of households, growth rate,  |
|          | density of population   |
|          | Slum population of the last 5 decades   |
| -        | Details of future population projections as per the City Master Plan            |
|          |   |
| 1.4      | Status of water supply  |
|          | Actual Water supply from different sources ward wise, Population covered and    |
|          | rate of water supplied in different areas                                       |
|          | Proposals for augmentation of water supply system                               |
|          |   |
| 1.5      | Status of existing waste water disposal works                                   |
|          | Existing works  |
|          | Works under execution   |
|          | Works sanctioned but not yet starte   |
|          |   |
| 1.6      | Status of drains  |
|          | Nos. & details of drainage channels   |
|          | Waste water flow carried by drains,   |
|          | Details of measurement of flows in drains along with copies of test reports     |
|          | Waste water characteristics of different drains,                                |
|          | Details of measurement of Waste water characteristics along with copies of test |
|          | reports   |

| Chapters | Description  |
|----------|--|
| 1.7      | River water quality  |
|          | Water quality of the river u/s, d/s and at outfalls of drains discharging into the |
|          | river  |
|          | Details of measurement of the quality of river water along with copies of test     |
|          | reports  |
|          | Methodology followed for flow measurement and quality characteristics              |
|          | Water quality standards of river water quality                                     |
|          |  |
| 1.8      | Justification of the project for pollution abatement of the river                  |
|          |  |
| 2        | APPROACH and status of existing works  |
|          |  |
| 2.1      | Description of sewerage districts  |
|          |  |
| 2.2      | Design Considerations  |
|          | Design periods of various components   |
|          | Norms for rate of water supply   |
|          |  |
| 2.3      | Population within the project area   |
|          | Census population of the last 5 decades  |
|          | Details of future population projections as per the City Master Plan               |
|          | Population Projections of each district in design years                            |
|          |  |
| 2.4      | Water Supply   |
|          | Actual Water supply from different sources ward wise, Population covered and       |
|          | rate of water supplied in different areas  |
|          | Proposals for augmentation of water supply system                                  |
|          | Rate of water supply in each district  |
|          |  |
| 2.5      | Sewage Generation  |
|          | Interception Factor  |
|          | Sewage Generation in each district in design years as per norms of rate of         |
|          | water supply   |
|          | Sewage Generation in each district in design years as per projected actual         |
|          | Nows in drains   |
|          | Sewage Generation in each district in design years as adopted                      |
| 26       | Status of avisting wasta water disposal works                                      |
| 2.0      | Fxisting works   |
|          | Works under execution  |
|          | Works sanctioned but not vet started   |
|          | Details of proposed renovation up gradation augmentation etc of the existing       |
|          | sewerage works   |
|          |  |
| 3        | Design Details of proposed works   |
| 3.1      | Design Criteria  |
|          | Design periods of various components   |
| <u> </u> | Norms for rate of water supply   |
| 32       | Sewer network  |
|          | Hydraulic Design of Sewer Network. District wise                                   |
|          | Design of sewer Bedding  |
|          |  |

| Chapters | Description  |
|----------|--|
|          |  |
| 3.3      | Sewage pumping stations  |
|          | Hydraulic Designs of Sewage Pumping Stations   |
|          | Design of capacities of Pumping Plants of sewage pumping stations  |
|          | Design of capacities of Generators   |
|          | Design of Economical sizes of Rising Mains   |
| 3.4      | Sewage treatment plants  |
|          | Capacities of STPs   |
|          | Characteristics of raw water   |
|          | Characteristics of treated effluent  |
|          | Disposal of treated effluent   |
|          | Life Cycle Cost analysis for different technologies of treatment of waste  |
|          | Calculations for land required for various components  |
|          | Hydraulic Design of Sewage Treatment Plant, component wise   |
|          | Electrical Load List of S.T.Ps   |
|          | Sewer network  |
|          | Hydraulic Design of Sewer Network, District wise   |
|          | Design of sewer Bedding  |
|          | Land required for various components   |
| 3.5      | Other provisions   |
|          | House connections  |
|          |  |
|          | Staff Quarters   |
|          | Reinstatement of roads   |
|          | Design of sewer Bedding  |
|          | remission nom rotest, Kanways, Telephone etc departments   |
| 4        | Environmental Impact assessment of works   |
|          | F  |
| 5        | Implementation programme   |
|          |  |
| 6        | Institutional Arrangement  |
|          | Capacity of ULB – financial, material, human resources related to implement,   |
|          | operate and maintain the WWMS  |
|          | Proposed strengthening plan  |
|          |  |
| 1        | Financial and ECONOMIC Analysis  |
|          | Abstract of Cost estimates   |
|          | Cost sharing of the project  |
|          | For some second se |
|          | Economics<br>Estimate of Annual O&M Cost of Sewerage Works for 5 years   |
|          | O&M Recovery Plan for 15 years   |
|          | Break up of Cost of works(component wise) and its schedule of execution  |
|          | Schedule of funding  |
|          |  |
|          | Estimate of Cost of Annual O&M of Sewer Lines  |
|          | Estimate of Cost of Annual O&M of Sewage Pumping Stations  |
|          | Estimate of Cost of Staff Required for O&M of MPS/IPS  |
|          | Estimate of Cost of O&M of MPS/IPS   |
|          |  |

| Chapters | Description  |  |  |
|----------|--|--|--|
| -        | Estimate of Cost of Annual Electric Consumption for Running Sewage Pumps       |  |  |
|          | MPS/IPS  |  |  |
|          | Estimate of Cost of Annual O&M of D.G. Sets – MPS /IPS                         |  |  |
|          | Estimate of Cost of Annual O&M of STPs   |  |  |
|          | Requirement of Staff for O&M of MPS / IPS                                      |  |  |
|          | Requirement of Staff for O&M of STPs   |  |  |
| 8        | ANNEXURES  |  |  |
|          | Data collected as mentioned in chapter 2                                       |  |  |
|          | Executive Summary of City Development Plan                                     |  |  |
|          | Executive Summary of City Sanitation Plan, as approved                         |  |  |
|          | Executive Summary of FR, as approved   |  |  |
|          | Approval of City Sanitation Plan by the State Government                       |  |  |
|          | Approval of City Sanitation Plan by NRCD                                       |  |  |
|          | Approval of Feasibility Report by the State Government                         |  |  |
|          | Approval of Feasibility Report by NRCD   |  |  |
| -        | Test Reports of River Water Quality, including those by CPCB. SPCB and other   |  |  |
|          | agencies   |  |  |
|          | Test Reports of Discharge of drains  |  |  |
|          | Rates of Land Acquisition in and around the town (copy of rates be attached in |  |  |
|          | support)   |  |  |
|          | Approved Labour Rates applicable in the project area                           |  |  |
|          | Approved Material Rates applicable in the project area                         |  |  |
|          | Schedule of Rates for the District / Town for various items                    |  |  |
|          | Sub Soil characteristics and Water Data  |  |  |
|          | Rates of PWD for reinstatement of roads  |  |  |
|          | Budgetary Offers of various components   |  |  |
| 9        | ESTIMATES  |  |  |
|          | Unit Estimate of Manhole, size wise  |  |  |
|          | Unit Estimate of Boundary Wall   |  |  |
|          | Unit Estimate of Steel Gate  |  |  |
|          | Unit Estimate of House Connection from property Line upt o Sewer Line          |  |  |
|          | Unit Estimate of Gully Pits  |  |  |
|          | Abstract of Cost of Sewerage Works (Including Sewers, Rising Mains, IPS, MPS   |  |  |
|          | & STPs)  |  |  |
|          | Estimate of Cost of Sewer Lines, sewerage district wise                        |  |  |
|          | Estimate of Cost of Civil Works of MPS, pumping station wise                   |  |  |
|          | Estimate of Cost of Civil Works of IPS, pumping station wise                   |  |  |
|          | Estimate of Cost of Rising Mains of MPS / IPS /STP, pumping station / STP wise |  |  |
|          | Estimate of Cost of Civil Works of Sewage Treatment Plant, STP wise            |  |  |
|          | Estimate of Cost of Civil Works of various components of Sewage Treatment      |  |  |
| -        | Plant, STP wise  |  |  |
|          | Estimate of Cost of Laboratory cum Office Building                             |  |  |
|          | Estimate of Cost of Staff Quarters Required for STPs//MPS/ IPS                 |  |  |
|          | Estimate of Cost of Land Acquisition for Sewerage Works                        |  |  |
|          | Estimate of Cost of Boundary Wall  |  |  |
|          | Estimate of Cost of Permission from Forest Department                          |  |  |
|          | Estimate of Cost of Shifting of Electric Cables, Lines etc./ Telephone Poles,  |  |  |
|          | Cables etc.  |  |  |
|          | Estimate of Cost of Special T&P  |  |  |
|          | Estimate of Cost of EM Works, component wise                                   |  |  |
|          |  |  |  |
|          |  |  |  |

| Chapters | Description  |  |  |
|----------|--|--|--|
|          |  |  |  |
| 10       | DRAWINGS   |  |  |
|          | Map of the Country and State showing the location of the town            |  |  |
|          | City map and surrounding area (based on Survey of India map)             |  |  |
|          | Satellite imagery showing plan of the city including roads, water bodies |  |  |
|          | etc  |  |  |
|          | Map of the city showing River Basin and details as mentioned in chapter  |  |  |
|          | 3  |  |  |
|          | District Map showing Polluted cities                                     |  |  |
|          | Map of the city showing drains, their outfall points, land use           |  |  |
|          | Contour plan of the city in appropriate scale and contour interval       |  |  |
|          | Map of the city showing existing and proposed water supply works         |  |  |
|          | Map of the city showing existing sewerage works                          |  |  |
|          | Plan of proposed Sewers showing GLs, ILs, Diameters etc.                 |  |  |
|          | L-Sections of Sewers   |  |  |
|          | Manholes   |  |  |
|          | Sewage Pumping Stations (plan, sections)                                 |  |  |
|          | Sewer Bedding Details  |  |  |
|          | Site Plan of STP indicating land requirement for design year             |  |  |
|          | Outline drawings of recommended STP technology structure covering        |  |  |
|          | hydraulic flow and broad with dimensions, levels                         |  |  |

#### Ministry of Environment & Forests UTILISATION CERTIFICATE

(To be sent in duplicate to the Ministry of Environment & Forests) for the financial year (Form\_\_\_\_\_\_ to \_\_\_\_\_\_)

- 1. Title of the Project/Scheme:
- 2. Name of the Organisation:
- 3. Principal Investigator:
- 4. Ministry of Environment And Forests letter No. and date of sanctioning the project:
- 5. Amount brought forward from the previous financial year quoting Ministry of Environment and Forests letter no. and date on which the authority to carry forward the said amount was given :
- 6. Amount received from Ministry of Environment & Forests, during the financial year (please give No. and date of sanctions Showing the amount paid)
- 7. Total amount that was available for expenditure (including commitment) incurred during the Financial Year (S. No. 5+S. No. 6)
- 8. Actual Expenditure (Excluding commitments) incurred during the financial year:
- 9. Unspent balance refunded if any (Please give details of cheque no. etc.)
- 10. Balance amount available at the end of the financial year:
- 11. Amount allowed to be carried forward to the next financial year vide letter no. and date:

(Signature of Principal Investigator) (Signature of (Segistrar/ Accounts Officer)

(Signature of Head of the Organisation)

ACCEPTED AND COUNTERSIGNED COMPETENT AUTHORITY MINISTRY OF ENVIRONMENT AND FORESTS

#### Form of Utilisation Certificate

#### (Form GFR 19-A) [See Rule 212(1)]

Name of the Organisation :

Financial Year

:

| S.No. | Ministry of Environment and Forests Sanction for Released<br>Amount |      |                        |
|-------|---|------|------------------------|
|       | Letter No   | Date | Amount (₹ in<br>Lakhs) |
| 1.    |   |      |                        |

- 2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised

- 1. 2.
- 2. 3.
- *3*. 4.

| Signature   |      |
|-------------|------|
| Designation | Date |
| Operating   |      |

Countersigned.....



पत्रांक 3495 / षासनोदष-2 / निगमादेष / 48

दिनांक 27.10.2010

समस्त परियोजना प्रबन्धक, निर्माण इकाई, उत्तराखण्ड पेयजल निगम।

## fo'k & <u>fofHUkfoHkla}ljkvlofi</u>/r fil; stkusolysfuelZkdk, lZdsl ECUk eA

उत्तराखण्ड शासन के वित्त अनुभाग—1 के आदेष सं0 571/XXVii(1)/2010, दिनांक19 अक्टूबर, 2010 के कार्यालय ज्ञाप में विभिन्न विभागों के निर्माण कार्यो की प्रषासकीय एवं वित्तीय स्वीकृति प्रदान किये जाने के सम्बन्ध में प्रक्रिया निर्धारित की गई है। उक्त शासनादेष की प्रति इस आषय से संलग्न कर प्रेषित की जा रही है कि शासनादेष में उल्लिखित प्रक्रिया के अनुसार आवष्यक कार्यवाही करने का कष्ट करें।

# l y Xud &<u>mi j kir kul lj</u>



## illo, cafindal rnf%

प्रतिलिपि महाप्रबन्धक, निर्माण विंग, उत्तरखण्ड पेयजल निगम, श्रीनगर / हल्द्वानी को संलग्नक सहित सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित।

## l y Xud &<u>mi j kir kul lj</u>

**g**0

## egliz Vld 1/1/1/2

## nit jų kM'ili u foit vuljk&i 1 į; k% 571@xxvii(1)@2010 ngj kmj finuki 19 vDVoj] 2010

#### dķĶ; Kli

वर्तमान में विभिन्न विभागों में निर्माण व विकास कार्यो की प्रषासकीय एवं वित्तीय स्वीकृतियाँ एकमुष्त व्यवस्था के अन्तर्गत मात्र प्लिन्थ एरिया दरों पर बने आगणनों पर दी जा रही हैं। इस प्रक्रिया में निर्माण कार्य के साथ—साथ अन्य प्रक्रियात्मक कार्यो जैसे विस्तृत आगणन का बनाया जाना, वन भूमि हस्तान्तरण (NPV), भू—अधिग्रहण, यूटीलिटी षिपिंटग, मृदा परीक्षण, भू—वैज्ञानिक की रिपोर्ट आदि हेतु भी स्वीकृति प्रदान की जाती है। इन प्रक्रियात्मक कार्यो को पूर्ण करने में लगने वाले समय के कारण निर्माण कार्यो में Time/Cost over run की समस्या बनी रहती है। इससे आगणन को पुर्नरीक्षित किये जाने की आवष्यकता उत्पन्न हो जाती है। कतिपय प्रकरणों में परियोजना यथा अपेक्षित पूर्ण नहीं हो पाती है, जिससे परियोजना का पूर्ण लाभ जनता को नहीं मिल पाता है एवं शासन पर भी अनावष्यक अतिरिक्त व्यय भार पड़ता है। तद्नुसार एकमुष्त व्यवस्था के अन्तर्गत मात्र प्लिन्थ एरिया दरों पर बने आगणनों पर स्वीकृति दिये जाने की व्यवस्था को एतद द्वारा समाप्त किया जाता है।

उक्त के परिप्रेक्ष्य में विभिन्न निर्माण एवं विकास कार्यो की प्रक्रिया को सरल एवं कारगर बनाये जाने तथा परियोजना में अनावष्यक समय तथा Cost Over Run को दूर करने के उद्देष्य से परियोजना की स्वीकृति दो चरणों में दिये जाने का निर्णय लिया गया है। प्रथम चरण में परियोजना / योजना पर वित्त विभाग में सैद्धान्तिक प्रषासकीय स्वीकृति तथा प्रक्रियात्मक कार्यो जैसे विस्तृत आगणन का बनाया जाना, वन भूमि हस्तान्तरण (NPV), भू–अधिग्रहण, यूटीलिटी षिपिंटग, मृदा परीक्षण, भू–वैज्ञानिक की रिपोर्ट, कन्सलटैन्सी आदि कार्यो सम्बन्धी आगणन पर वित्तीय स्वीकृति दी जायेगी तथा दुसरे चरण में परियोजना रिपोर्ट (DPR) एवं विस्तृत आगंणन के आधार पर वित्तीय स्वीकृति दी जायेगी।

इस दृष्टि से प्रचलित व्यवस्था में गुणात्मक अभिवृद्वि करने तथा कार्यो को स्वीकृत लागत के अन्तर्गत समयबद्ध / गुणवत्तापूर्वक पूर्ण कराने के लिये मुझे यह कहने का निदेष हुआ है कि विभिन्न विभागों में निर्माण कार्यो की प्रषासकीय एवं वित्तीय स्वीकृति दिये जाने में निम्नानुसार प्रक्रिया अपनायी जायेगी :–

 (i) प्रषासकीय विभाग के स्तर पर निर्माण कार्यो हेतु नामित संगठन / कार्य दाई संस्था द्वारा प्रस्तावित निर्माण कार्य की अनुमानित लागत का आंकलन तथा प्रक्रियात्मक

552

कार्यो हेतु आंगणन प्रस्तुत किया जायेगा। इस आगणन में परियोजना के प्रक्रियात्मक कार्यो जैसै– वन भूमि हस्तान्तरण (NPV), भू–अधिग्रहण, यूटीलिटी षिपिंटग, मृदा परीक्षण, भू–वैज्ञानिक की रिपोर्ट, कन्सलटैन्सी, विस्तृत आगंणन का बनाया जाना आदि हेतु मदवार प्रस्तावित लागत की धनराषि इंगित की जायेगी।

इसके बाद परियोजना पर वित्त विभाग में सैद्धान्तिक प्रषासकीय स्वीकृति प्रदान की जायेगी, साथ ही साथ उपरोक्त वर्णित प्रकियात्मक कार्यो पर वित्तीय स्वीकृति प्रदान की जायेगी। इस स्वीकृति के विरुद्ध निर्माण कार्य कदापि प्रारम्भ नहीं किया जायेगी।

- (ii) वित्तीय स्वीकृति के आधार पर निर्माण संगठन / कार्य दाई संस्था द्वारा समस्त प्रक्रियात्मक कार्यो को समयबद्ध रूप से पूर्ण किया जायेगा। तत्पष्चात् निर्माण संगठन / कार्य दाई संस्था द्वारा एक विस्तृत परियोजना रिपोर्ट (Detailed Project Report) विस्तृत आगणन के आधार पर तैयार की जायेगी।
- (iii) कार्य दाई संस्था द्वारा विस्तृत परियोजना रिपोर्ट (Detailed Project Report) एवं विस्तृत आगणन वित्तीय एवं प्रषासनिक स्वीकृति हेतु प्रषासकीय विभाग को प्रस्तुत किया जायेगा जिस पर वित्त विभाग की सहमति से स्वीकृति प्रदान की जायेगी। यदि कुल योजना / परियोजना र 5 करोड़ से अधिक मूल्य की है तो प्रस्ताव पर व्यय वित्त समिति के अनुमोदन के उपरान्त वित्त विभाग में सहमति दी जायेगी, यदि योजना / परियोजना र 1 करोड़ से 5 करोड़ तक की है तो शासनादेष संख्या–403 / XXVii/(1) / 2008, दिनांक 30 मई, 2008 के अनुसार प्रषासकीय विभाग के प्रमुख सचिव / सचिव के स्तर पर परीक्षण के बाद वित्त विभाग में सहमति दी जायेगी।
- (iv) विभाग द्वारा सक्षम स्तर से तकनीकि स्वीकृति आदि प्राप्त कर निर्माण कार्य हेतु उत्तराखण्ड अधिप्राप्ति 2008 के अनुसार निविदा आमंत्रित कर अग्रेत्तर कार्यवाही की जायेगी।
- 2 सामान्यतः उपरोक्त प्रस्तर–1 में दी गयी प्रक्रिया नवीन (ग्रीन फील्ड) परियोजनाओं पर लागू होगी। कतिपय ऐसी नवीन परियोजनाऐं भी हो सकती है, जिनमें कोई जटिलता निहित नहीं है (जैसे भूमि उपलब्ध है तथा वन भूमि हस्तान्तरण (NPV) का बिन्दू नहीं है,) तथा जिनमें कोई विषेष प्रारम्भिक प्रक्रियात्मक कार्य आवष्यक नहीं है। इस प्रकार की परियोजनाओं पर लिए सीधे परियोजना रिपोर्ट (DPR) एवं विस्तृत आगणन के आधार पर स्वीकृति दी जा सकती है। इस सम्बन्ध में प्रषासकीय विभाग स्वविवेक से यह निर्णय लेंगे कि परियोजना में प्रक्रियात्मक कार्यो हेतु आकलन किये जाने की आवष्यकता है अथवा नहीं।

3

किसी भी दषा में एकमुष्त व्यवस्था के अन्तर्गत मात्र प्लिन्थ एरिया दरों पर बने आगणनों पर स्वीकृति नहीं दी जायेगी।

- 4 प्रषासकीय विभाग द्वारा कार्यदायी संस्था के साथ प्रत्येक निर्माण कार्य को आवंटित करते समय शासनादेष सं0 475/XXVII(7)/2008, दिनाकः 15 दिसम्बर, 2008 में निर्धारित प्रारूप पर समझौता ज्ञापन (एम0ओ0यू0) अवष्य हस्ताक्षरित किया जाना सुनिष्चित किया जायेगा। कार्यदायी संस्था को आवष्यक धनराषि एम0ओ0यू0 के निष्पादन के बाद अवमुक्त की जा सकेगी। कार्य एम0ओ0यू0 में निर्धारित समय सारिणी के अनुसार किया जायेगा तथा एम0ओ0यू0 में निर्धारित शर्त के अनुसार परियोजना के पूर्ण करने की अवधि में लागत पुर्नरीक्षण की अनुमति नहीं दी जायेगी। निर्माण कार्य को समयबद्व रूप से पूर्ण किये जाने का समस्त उत्तरदायित्व सम्बन्धित विभागाध्यक्ष का होगा तथा परियोजना को पूर्ण करने या उसकी प्रगति में विलम्ब की स्थिति में समझौता ज्ञापन (एम0ओ0यू0) के प्राविधानों के अनुसार कार्यवाही की जायेगी।
- 5 कार्यदायी संस्थाओं को डिपोजिट आधार पर किये जाने वाले निर्माण कार्यो एवं साज सज्जा विषयक सैन्टेज प्रभार शासनादेष सं0 163 / XXvii(7) / 2007, दिनाकः 22 मई, 2008 के अनुसार देय होगा।
- 6 कार्यदायी संस्था द्वारा समय से कार्य पूरा न करने की दषा में debitable आधार पर अन्य एजेन्सी का अधिप्राप्ति नियमावली, 2008 के अन्तर्गत नियमानुसार चयन कर निर्माण कार्य पूरा किया जायेगा। स्वीकृत निर्माण कार्य को किसी भी दषा में, शासन की पूर्वानुमति के बिना, अपूर्ण अवस्था में समाप्त नहीं किया जायेगा। यह आदेष तात्कालिक प्रभाव से लागू होंगें। इन निर्देषों का कड़ाई से अनुपालन सुनिष्चित किया जायें।

g0 ¼ukykal deqkj t\$k½ izelyklfpo

#### **1 4; k 571@XXVII (1)@2010 rnfindd**

प्रतिलिपि– निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित :–

- 1. प्रमुख सचिव मा० मुख्यमंत्री जी, उत्तराखण्ड शासन।
- 2. स्टॉफ आफीसर, मुख्य सचिव, उत्तराखण्ड शासन।
- 3. समस्त प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- 4. निदेषक, नियोजन राज्य योजना आयोग प्रायोजना रचना एवं मूल्याकंन प्रभाग।
- 5. समस्त विभागाध्यक्ष, उत्तरखण्ड।
- 6. आयुक्त गढ़वाल / कुमॉऊ मण्डल।
- 7. समस्त जिलाधिकारी, उत्तरखण्ड।
- 8. समस्त वित्त नियंत्रक / वित्त अधिकारी, उत्तराखण्ड।

vKkls



# iźku dk Ky;] nicjk[kMisty lakku fodki , oafuel/kfuxe 11 elguhjk/j ngjkuv

संख्या 157/लेखा वेतन निर्धारण/पी–3/6

दिनांक 24 / 01 / 2012

उत्तराखण्ड शासन, देहरादून के शासनादेश संख्या 872/XXVII(7) न0प्रति0/2011, दिनांक 08.03.11 एवं सार्वजनिक उद्यम विभाग के शासनादेश संख्या 2225/VII-I/60–उद्योग/2011, दिनांक 30.11.11 द्वारा सार्वजनिक निगमों एवं उपक्रमों के क्रामिको को सुनिश्चित कैरियर प्रोन्नयन (A.C.P) की नई व्यवस्था लागू किये जाने की सहर्ष स्वीकृति प्रदत्त की गयी है।

उपरोक्त शासनादेश को उत्तराखण्ड पेयजल निगम में लागू किये जाने हेतु उत्तराखण्ड पेयजल निगम, निदेशक मण्डल की दिनांक 13.01.2012 को सम्पन्न हुयी 12वीं बोर्ड बैठक में रखे गये प्रस्ताव संख्या 12.11 पर लिये गये निर्णयानुसार उक्त व्यवस्था दिनांक 01.01.2012 से लागू करने एवं देय तिथि से नोशनल का लाभ देते हुये, अनुमन्य किये जाने की स्वीकृति प्रदान की गयी है।

उक्त के अनुपालन में उपवर्णित शासनादेशों में निहित प्राविधानों के अन्तर्गत देय तिथि से नोशनल वेतन निर्धारण नियमानुसार अनुमन्य कराते हुये सुनिश्चित कैरियर प्रोन्नयन (A.C.P) की नई व्यवस्था दिनांक 01.01.2012 से लागू किये जाने की कार्यवाही करवाने का कष्ट करें।

#### g0 4**4001.9mll** ½ fo**Fr funsild**

#### ille, oafmid rn&A

प्रतिलिपि निम्नलिखित को संलग्नको सहित सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित:--1. निजि सचिव, अध्यक्ष, उत्तराखण्ड पेयजल निगम, देहरादून को अध्यक्ष महोदय के संज्ञानार्थ। 2. निजि सचिव, प्रबन्ध निदेषक / वित्त निदेषक, उत्तराखण्ड पेयजल निगम, देहरादून | 3. मुख्य अभियन्ता (मु0 / गढ़0 / कुमायूॅ), उत्तराखण्ड पेयजल निगम, देहरादून / पौडी / नैनीताल | 4. वरिष्ठ वित्त एवं लेखाधिकारी / लेखाधिकारी / सहायक लेखाधिकारी, उत्तराखण्ड पेयजल निगम, नैनीताल / देहरादून / पौडी | 5. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तराखण्ड पेयजल निगम | 6. अधिषासी अभियन्ता (मुख्यायल), उत्तराखण्ड पेयजल निगम, देहरादून | 7. समस्त अधिषासी अभियन्ता / परियोजना प्रबन्धक, उत्तराखण्ड पेयजल निगम | 8. गार्ड फाईल |

#### 1 yXud % <u>'III ukušllad hifr; la</u>

## **g0** y**{ 116 kd ij:h ½ kg; 1**/2

#### **1 ई; k%225**@VII-I/60-उद्योग / 2011

प्रेषक,

राकेष शर्मा, प्रमुख सचिव, उत्तराखण्ड शासन।

सेवा में,

समस्त प्रबन्ध निदेषक, सार्वजनिक निगम / उपक्रम, उत्तराखण्ड ।

#### 

## fo'k & 1 közfud fuxel@midæladsdlfe2lads1 fµf pr d§; j i ½0; u (A.C.P) dhQolHkvuqU djk kt kula

महोदय,

राज्य सरकार के अधिकारियों / कर्मचारियों के लिए सुनिष्चित कैरियर प्रोन्नयन (ए०सी०पी०) की व्यवस्था (वे0आ0-सा0नि0) अनुभाग-7 वित्त के शासनादेष संख्या 872 / XXVii(7) / न0प्रति0 / 2011, दिनांक 08 मार्च 2011 एवं संख्या– 10/XXVii(7)40(IX) / 2011, दिनांक 07 अप्रैल, 2011 द्वारा की गयी है। राज्य कर्मचारी की भॉति ही सार्वजनिक निगमों / उपक्रमों के कार्मिकों को भी, उनकी वित्तीय स्थिति के आधार पर राज्य सरकार द्वारा समय–समय पर सुविधाएं अनुमन्य करायी जाती रही है। राज्य कार्मिकों के अनुरूप ही छठे वेतन आयोग की संस्तुतियों के कम में अधिकांष निगमों में दिनांक 01.01.2006 से वेतनमान पुनरीक्षित किये जा चुके है। शासन के द्वारा उच्च स्तर पर सम्यक विचारोपरान्त निर्णय लिया गया है कि प्रदेष के सार्वजनिक उपकमों / निगमों के कर्मचारियों को भी राज्य सरकार के कार्मिको की भांति छठे वेतन समिति की संस्तुति के अनुरूप ए०सी०पी० का लाभ पुनरीक्षित वेतनमानों में अनुमन्य किया जाय। अतः इस सम्बन्ध में मुझे यह कहने का निदेष हुआ है कि राज्यपाल महोदय सार्वजनिक निगमों / उपक्रमों के कार्मिकों को भी सुनिष्चित कैरियर प्रोन्नयन (A.C.P) की नई व्यवस्था निम्नवत् लागू किये जाने की सहर्ष स्वीकृति प्रदान करते है।

(1) सार्वजनिक निगमों ⁄ उपक्रमों के ऐसे कार्मिकों जिनके लिए समयमान वेतनमान की व्यवस्था राज्य कार्मिकों के अनुरूप ही पूर्व से लागू है तथा उनके वेतनमान दिनांक 01.01.2006 से पुनरीक्षित किए गये है, के लिए उक्त योजना दिनांक 01.01.2006 के पूर्व के वेतनमान ₹ 7500–12000 पुनरीक्षित वेतन बैण्ड ₹ 9300–34800 व ग्रेड पे ₹ 4800 तक के पदधारकों के लिए दिनांक 01.09.2008 से तथा वेतनमान ₹ 8000—13500 पुनरीक्षित वेतन बैण्ड ₹ 15600—39100 में ग्रेड पे ₹ 5400 तथा उससे उपर के वेतन बैण्ड एवं ग्रेड पे के पदधारको के लिए दिनांक 01.06.2006 से प्रभावी होगी।

- (2) जिन निगमों / उपक्रमों में समयमान वेतनमान की पूर्व से कोई व्यवस्था उपलब्ध नहीं थी जिस कारण उन्हें कोई लाभ अनुमन्य नहीं हुआ है उन्हें शासनादेष संख्या 872 / XXVii(7) / न0प्रति0 / 2011, दिनांक 08 मार्च 2011 के प्रस्तर – (1) में उल्लिखित तिथि से वेतनमान के अनुसार ए0सी0पी0 की नई व्यवस्था में लाभ अनुमन्य किये जाने हेतु अर्हकारी सेवा अवधि की गणना सम्बन्धित कर्मचारी के उक्त धारित पद के संदर्भ में की जायेगी और ए0सी0पी0 के अन्तर्गत देय सभी लाभ शासनादेष में वर्णित आधार पर नोषनल रूप से देय होंगे।
- (3) जिन सार्वजनिक निगमों / उपक्रमों में छठे वेतन आयोग की संस्तुतिया लागू हो गयी हैं, उन सार्वजनिक निगमों / उपक्रमों में राजकीय अधिकारियो / कर्मचारियों की भांति ₹ 5400 ग्रेड पे के सीधी भर्ती के पदधारकों के लिए दिनांक 01.01.2006 से तथा उक्त ग्रेड पे से नीचे के पदों पर दिनांक 01.09.2008 से सुनिष्चित कैरियर प्रोन्नयन (A.C.P) की व्यवस्था अनुमन्य करते हुए समयमान वेतनमान की पूर्व व्यवस्था को समाप्त किया जाता है।
- (4) जिन सार्वजनिक निगमों / उपक्रमों में छठे वेतन आयोग की संस्तुतियां अभी तक लागू नहीं हो पायी है, को भी पूर्व व्यवस्था का लाभ यदि अनुमन्य है तो क्रमषः दिनांक 31.12.2005 तथा दिनांक 30.08.2008 अनुमन्य रहेगा और छठे वेतन आयोग की संस्तुतियों के अनुसार वेतनमान पुनरीक्षण के बाद ही उक्तवत ए0सी0पी0 का लाभ अनुमन्यता हेतु अलग से आदेष निर्गत किये जायेंगे।
- (5) राज्य कर्मचारियों की भांति सार्वजनिक निगमों / उपक्रमों के कर्मचारियों को सुनिष्चित कैरियर प्रोन्नयन न (A.C.P) की व्यवस्था इस प्रतिबन्ध के साथ लागू होगी कि सम्बन्धित निगम / उपक्रम अपने निदेषक मण्डल से प्रस्ताव अनुमोदित कराने के उपरान्त आने वाला वित्तीय व्ययभार को अपने स्वयं के संसाधनों से वहन करेंगे तथा इस सम्बन्ध में राज्य सरकार द्वारा कोई वित्तीय सहायता प्रदान नहीं की जायेगी।
- (6) ऐरियर के भुगतान के संबंध में सम्बन्धित निगम / उपक्रम अपने वित्तीय संसाधनों को दृष्टिगत रखते हुए निर्णय लेगे।
- (7) वित्त विभाग के शासनादेष संख्या 872 / XXVii(7) / न0प्रति0 / 2011, दिनांक 08 मार्च
   2011 तथा तत्कम में समय-समय पर निर्गत शासनादेष / स्पष्टीकरण में उल्लिखित शेष

अन्य शर्ते/प्रतिबन्ध भी सार्वजनिक निगमों/उपक्रमों के कर्मचारियों पर भी यथावत् लागू होंगी।

2— यह आदेष वित्त विभाग, उत्तराखण्ड शासन के अषासकीय संख्या 144 / XXVII(7) 2011, दिनांक 30 नवम्बर, 2011 में प्राप्त उनकी सहमति से निर्गत किये जा रहे हैं।



## i'Hdu l 4; k225@VII-I/60-उद्योग / 2011, तद्दिनांकित।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित:-

- 1. निजी सचिव, मा० मुख्यमंत्री जी, उत्तराखण्ड शासन।
- 2. निजी सचिव, मुख्य सचिव, उत्तराखण्ड शासन को मुख्य सचिव महोदय के सज्ञांनार्थ।
- 3. संबंधित विभाग/निगम के प्रमुख सचिव/सचिव, उत्तराखण्ड शासन।
- 4. वित्त नियंत्रक, संबंधित सार्वजनिक उपक्रम / निगम।
- 5. वित्त (वे0आ0-सा0नि0) अनुभाग-7, उत्तराखण्ड शासन।
- वरिष्ठ तकनीकी निदेषक, एन0आई0सी0, देहरादून।
- 7. गार्ड फाईल।

vikkl‡ g0 ¼d'haulRk⁄2 vijlfpo

संख्या : 10(1)/XXVII(7)40(IX)/2011

प्रेषक,

राधा रतुडी, सचिव वित्त, उत्तराखण्ड शासन ।

सेवा में,

- समस्त प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- समस्त विभागाध्यक्ष एवं प्रमुख कार्यालयध्यक्ष, उत्तराखण्ड शासन।

#### 

## fo'k, % jki; deplý; hads fy, lýnf pr dý; j ikki; u ¼01 ki k0½1 s lafir 'lil ukošk lá; k 872@XXVII(7)@u0ifr0@2011 findel 08 elp72011 dk Li'Vlej. LA

महोदय,

उपुर्यक्त विषयक राज्य कर्मचारियों के लिए सुनिष्चित कैरियर प्रोन्नयन (ए०सी०पी०) से संबंधित शासनादेष संख्या 872 / XXVII(7) / न0प्रति0 / 2011, दिनांक 08 मार्च 2011 के द्वारा व्यवस्था लागू की गयी है। जिसके प्रस्तर−1 के उपप्रस्तर−2 (1)(क) के परन्तुक में निम्न व्यवस्था उपलब्ध है:--

''किसी पद का वेतनमान⁄ग्रेड वेतन किसी समय बिन्दु पर उच्चीकृत होने की स्थिति में वित्तीय स्तरोन्नयन की अनुमन्यता हेतु सेवा अवधि की गणना में पूर्व वेतनमान⁄ग्रेड वेतन तथा उच्चीकृत वेतनमान⁄ग्रेड वेतन में की गयी सेवाओं को जोड़कर उच्चीकृत ग्रेड वेतन से अगला ग्रेड वेतन अनुमंन्य होगा। ''

उपर्युक्त शासनादेष दिनांक 08 मार्च, 2011 में ए०सी०पी० के अन्तर्गत वित्तीय स्तरोन्नयन अनुमन्य होने के उपरान्त पद का वेतनमान/ग्रेड वेतन उच्चीकृत होने पर तत्कम में वेतनमान/ग्रेड वेतन की अनुमन्यता से संबंधित स्पष्ट व्यवस्था उपलब्ध नहीं है। 2— उपर्युक्त के संबंध में मुझे यह कहने का निदेष हुआ है कि उपर्युक्त शासनादेष दिनांक 08 मार्च, 2011 प्रस्तर–1 के उपप्रस्तर–2 (1)(क) के परन्तुक के नीचे निम्न परन्तुक जोडे जाने की श्री राज्यपाल सहर्ष स्वीकृति प्रदान करते है :

किसी पद पर ए०सी०पी० के अन्तर्गत वित्तीय स्तरोन्नयन अनुमन्य होने के उपरान्त यदि पद का वेतन बैण्ड/ग्रेड वेतन उच्चीकृत/संषोधित होता है तो ऐसे उच्चीकरण/संषोधन की तिथि से संबंधित पद पर ए०सी०पी० के अन्तर्गत पूर्व से अनुमन्य वेतन बैण्ड/ग्रेड वेतन के स्थान पर संबंधित पद पर अनुमन्य उच्चीकृत/ संषोधित वेतन बैण्ड / ग्रेड वेतन के आलोक में, उच्चीकृत / संषोधित वेतन बैण्ड / ग्रेड वेतन अनुमन्य होगा।

Mi.h:- उक्त व्यवस्था से संबंधित कतिपय उदाहरण संलग्नक पर उपलब्ध है।

3- इसी कम में मुझे यह कहने का निदेष हुआ है कि उक्त शासनादेष के निम्नलिखित तालिका में संदर्भित बिन्दु के सम्मुख स्पष्टीकरण निर्गत किये जाने की भी श्री राज्यपाल सहर्ष स्वीकृति प्रदान करते है।

| Ø <b>d 9</b> | Inder Scing                           | Ii' <b>Vld</b> j.k                         |
|--------------|---------------------------------------|--|
| 1            | शासनादेष दिनांक 08 मार्च 2011         | समयमान वेतनमान / ए०सी०पी० की               |
|              | द्वारा लागू ए०सी०पी० की व्यवस्था के   | व्यवस्था के अन्तर्गत यदि संबंधित पदधारक    |
|              | अन्तर्गत सीधी भर्ती के किसी पद पर     | को प्रथम और द्वितीय वित्तीय स्तरोन्नयन     |
|              | 18 वर्ष एवं 26 वर्ष की सेवा पर देय    | का लाभ एक ही तिथि को देय होता है तो        |
|              | लाभ की अनुमन्यता एक ही तिथि को        | यह मानते हुए कि उसे प्रथम वित्तीय          |
|              | होने की स्थिति में संबंधित पदधारक     | स्तरोन्नयन काल्पनिक रूप से प्राप्त हो चुका |
|              | को दोनों लाभ उसी तिथि को दिये         | है और उसे द्वितीय वित्तीय स्तरोन्नयन का    |
|              | जा सकते है अथवा नही ?                 | लाभ ही अनुमन्यता की तिथि को देय होगा।      |
|              |                                       | इसी प्रकार द्वितीय और तृतीय                |
|              |                                       | वित्तीय स्तरोन्नयन का लाभ एक ही तिथि       |
|              | को देय होने पर संबंधित पदधारक व       |  |
|              |                                       | मानते हुए कि द्वितीय वित्तीय स्तरोन्नयन    |
|              |                                       | काल्पनिक रूप से प्राप्त हो चुका है और      |
|              |                                       | उसे केवल तृतीय वित्तीय स्तरोन्नयन का       |
|              |                                       | लाभ ही अनुमन्यता की तिथि को देय होगा।      |
| 2            | द्वितीय श्रेणी के सीधी भर्ती के पद पर | ए०सी०पी० की व्यवस्था विषयक शासनादेष        |

|   | कार्यरत कतिपय कार्मिकों को 26 वर्ष    | दिनांक 08 मार्च, 2011 के प्रस्तर–1(7) में |
|---|---------------------------------------|---|
|   | की अनवरत् संतोषजनक सेवा पूर्ण         | यह प्राविधान उल्लिखित है कि इस व्यवस्था   |
|   | किये जाने के फलस्वरूप उन्हे वित्तीय   | के अंन्तर्गत प्राप्त वित्तीय स्तरोन्नयन   |
|   | स्तरोन्नयन के रूप में प्रथम श्रेणी के | पूर्णतयः वैयक्तिक है और इसका कर्मचारी     |
|   | पद पर कार्यरत अधिकारियों से उच्च      | की वरिष्ठता से कोई संबंध नहीं है। कोई     |
|   | ग्रेड वेतन की देयता बनती है। इस       | कनिष्ठ कर्मचारी इस व्यवस्था के अन्तर्गत   |
|   | प्रकार वरिष्ठ अधिकारियों से कनिष्ठ    | उच्च ग्रेड वेतन प्राप्त करता है तो वरिष्ठ |
|   | अधिकारियों का ग्रेड वेतन उच्च हो      | कर्मचारी इस आधार पर उच्च ग्रेड वेतन की    |
|   | सकता है अथवा नहीं ?                   | मांग नही कर सकेगा कि उससे कनिष्ठ          |
|   |                                       | कर्मचारी को अधिक वेतन / गेड वेतन          |
|   |                                       | प्राप्त हो रहा हैं। इस प्रकार सेवावधि पर  |
|   |                                       | देय ए०सी०पी० का लाभ का कर्मचारी की        |
|   |                                       | वरिष्ठता से कोई संबंध नहीं है।            |
| 3 | शासनादेष दिनांक 08 मार्च, 2011        | शासनादेष दिनांक 08 मार्च, 2011 द्वारा की  |
|   | द्वारा की गयी ए०सी०पी० की व्यवस्था    | गयी ए०सी०पी० की व्यवस्था के अन्तर्गत      |
|   | के अन्तर्गत वित्तीय स्तरोन्नयन के     | अनुमन्य कराया गया अगला ग्रेड वेतन         |
|   | अन्तर्गत देय लाभो के साथ वेतन         | (अथवा दिनांक 01 जनवरी, 2006 एवं           |
|   | बैण्ड परिवर्तित हो सकता है अथवा       | दिनांक 01 सितम्बर, 2008 के पूर्व की       |
|   | नही ?                                 | अवधि में अनुमन्य कराये गये पदोन्नति पद    |
|   |                                       | के वेतनमान के सादृष्य ग्रेड वेतन) यदि     |
|   |                                       | उसी वेतन बैण्ड में प्राविधानित है तो वेतन |
|   |                                       | बैण्ड अपरिवर्तित रहेगा।                   |
|   |                                       | परन्तु उक्त व्यवस्था के अन्तर्गत          |
|   |                                       | यदि अनुमन्य कराया गया अगला ग्रेड वेतन     |
|   |                                       | (अथवा दिनांक 01 जनवरी, 2006 एवं           |
|   |                                       | दिनांक 01 सितम्बर, 2008 के पूर्व की       |
|   |                                       | अवधि में अनुमन्य कराये गये पदोन्नति पद    |
|   |                                       | के वेतनमान के सादृष्य ग्रेड वेतन) अगले    |
|   |                                       | वेतन बैण्ड का है, जो वेतन बैण्ड परिवर्तित |
|   |                                       | होगा ।                                    |
| 4 | नियमित सेवा के साथ ही साथ             | यदि संबधित कार्मिक दिनांक                 |

| निरन्तर की गयी तदर्थ सेवाओं को | 01 सितम्बर, 2008 को धारित पद के सापेक्ष     |
|--------------------------------|---|
| वित्तीय स्तरोन्नयन की गणना में | समयमान वेतनमान की पूर्व व्यवस्था के         |
| लिया जायेगा अथवा नही ?         | अन्तर्गत प्राप्त लाभ के कारण वैयक्तिक       |
|                                | वेतनमान में कार्यरत है तो पूर्व व्यवस्था के |
|                                | अन्तर्गत उक्त वैयक्तिक वेतनमान की           |
|                                | अनुमन्यता हेतु जिन निरन्तर संतोषजनक         |
|                                | सेवाओं को गणना में लिया जा चुका है,         |
|                                | ए०सी०पी० की व्यवस्था में आगे वित्तीय        |
|                                | स्तरोन्नयन के लाभ की अनुमन्यता हेतु ऐसी     |
|                                | सेवाओं को गणना में लिया जायेगा।             |

4- उपर्युक्त शासनादेश दिनांक 08 मार्च, 2011 को केवल उक्त सीमा तक संशोधित समझा जाय।

संलग्नकः – उपरोक्तानुसार।



## II; k%1011/2 XXVII(7)40(IX) / 2011 तद्दिनांक।

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1. महालेखाकार, उत्तराखण्ड देहरादून।
- 2. महानिबन्धक, उच्च न्यायलय, उत्तराखण्ड।
- 3. प्रमुख सचिव, विधान सभा, उत्तराखण्ड।
- 4. सचिव मा० राज्यपाल, उत्तराखण्ड देहरादून।
- 5. स्थानीय आयुक्त, उत्तराखण्ड, नई दिल्ली।
- 6. निदेशक, कोषागार एवं वित्त सेवायें सह स्टेट इन्टरनल आडीटर, उत्तराखण्ड देहरादून।
- 7. वित्त आडिट प्रकोष्ठ, उत्तराखण्ड शासन।
- 8. समस्त मुख्य / वरिष्ठ कोषाधिकारी, उत्तराखण्ड।
- 9. उत्तराखण्उ सचिवालय के समस्त अनुभाग।
- 10. इरला चैक अनुभाग उत्तराखण्ड, देहरादून।
- 11. निदेशक, एन0आई0सी0, उत्तराखण्ड देहरादून।
- 12. गार्ड फाईल।

## v**iK**kl 🏚

## g0 ¼jn HuzikM; ½ vij lfpo

# ' La uhsklig; k%1011@XXVII(7)40(IX) / 2011 का संलग्नक

#### <u> उदाहरण–1</u>

ए०सी०पी० के अन्तर्गत वित्तीय स्तरोन्नयन अनुमन्य होने के उपरान्त समूह 'घ' (अनुसेवक) के पद पर अनुमन्य वेतन बैण्ड ₹ 4440—7440 एवं ग्रेड वेतन ₹ 1300/- के स्थान पर दिनांक 24 मार्च 2011 के संशोधित / उच्चीकृत वेतन बैण्ड ₹ 5200—20200 एवं ग्रेड वेतन ₹ 1800/-अनुमन्य होने के फलस्वरूप पूर्व में अनुमन्य वित्तीय स्तरोन्नयन के रूप में देय वेतन बैण्ड एवं ग्रेड वेतन की अनुमन्यता निम्नानुसार होगी :—

| 1 | समूह 'घ' (अनुसेवक) के पद पर दिनांक 01 जनवर्र     | ॉ, ₹ 4440—7440 एवं                   |
|---|--|--------------------------------------|
|   | 2006 को अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन        | ₹ 1300/-                             |
| 2 | दिनांक 01 जनवरी, 2006 को अनुसेवक ''ए'' क         | गे ₹ 4440-7440 एवं                   |
|   | अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन                | ₹ 1300/-                             |
| 3 | समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्ग      | <b>T</b>                             |
|   | दिनांक 01 सितम्बर, 2008 के पूर्व                 |                                      |
|   | (i) अनुसेवक ''बी'' को प्रथम वैयक्तिक वेतनमार     | न ₹ 4440—7440 एवं                    |
|   | के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन     | ₹ 1650/-                             |
|   | (ii) अनुसेवक ''सी'' को द्वितीय वैयक्तिव          | <sup>ॸ</sup> <b>₹</b> 5200-20200 एवं |
|   | वेतनमान के रूप में अनुमन्य वेतन बैण्ड ए          | <sup>ġ</sup> <b>₹</b> 1900 / —       |
|   | ग्रेड वेतन                                       |                                      |
| 4 | ए०सी०पी० के अन्तर्गत दिनांक ०१ सितम्बर, २००८ से  |                                      |
|   | (i) अनुसेवक ''ए'' को प्रथम वित्तीय स्तरोन्नयन    | न ₹ 4440—7440 एवं                    |
|   | के रूप में अनुमन्य वेतन एवं ग्रेड वेतन           | ₹ 1400/-                             |
|   | (ii) अनुसेवक ''बी'' को द्वितीय वित्तीय स्तरोन्नय | न ₹ 5200-20200 एवं                   |

|   | के रूप में अनुमन्य वेतन एवं ग्रेड वेतन             | ₹ 1800/-         |
|---|--|------------------|
|   | (iii) अनुसेवक ''सी'' को तृतीय वित्तीय स्तरोन्नयन   | ₹ 5200-20200 एवं |
|   | के रूप में अनुमन्य वेतन एवं ग्रेड वेतन             | ₹ 1900 /         |
|   |  | ,                |
|   | निगंस ०४ मार्च ००४४ सो मागर 'म' अपसेवक के पर       | ₹                |
| 5 | ादनाक 24 मार्च 2011 का समूह ध अनुसंवक के पद        | ≺ 5200-20200 एव  |
|   | पर अनुमन्य संशोधित / उच्चीकृत वेतन बैण्ड एवं ग्रेड | ₹ 1800/-         |
|   | वेतन   |                  |
|   |  |                  |
| 6 | समूह य अनुसंधक के पद की पतन बण्ड ऐप ग्रेड          |                  |
|   | वेतन संशोधित / उच्चीकृत होने के फलस्वरूप दिनांक    |                  |
|   | 24 मार्च, 2011 से                                  |                  |
|   | (i) अनुसेवक ''ए'' प्रथम को वित्तीय स्तरोन्नयन      | ₹ 5200-20200 एवं |
|   | के रूप में अनुमन्य संशोधित⁄उच्चीकृत वेतन           | ₹ 1900/-         |
|   | बैण्ड एवं ग्रेड वेतन                               |                  |
|   | (ii) अनुसेवक ''बी'' को द्वितीय वित्तीय स्तरोन्नयन  | ₹ 5200-20200 एवं |
|   | के रूप में अनुमन्य संशोधित वेतन बैण्ड एवं          | ₹ 2000 / -       |
|   | ग्रेड वेतन   | ,                |
|   | (iii) अनुसेवक ''सी'' को तृतीय वित्तीय स्तरोन्नयन   | ₹ 5200-20200 एवं |
|   | के रूप में अनुमन्य संशोधित वेतन बैण्ड एवं          | ₹ 2400/-         |
|   | ग्रेड वेतन   |                  |

#### <u> उदाहरण–2</u>

ए०सी०पी० के अन्तर्गत वित्तीय स्तरोन्नयन अनुमन्य होने के उपरान्त सहायक समीक्षा अधिकारी के पद पर अनुमन्य वेतन बैण्ड ₹ 5200–20200 एवं ग्रेड वेतन ₹ 2800/– के स्थान पर दिनांक 31 मई 2010 से संशोधित/उच्चीकृत वेतन बैण्ड ₹ 9300–34800 एवं ग्रेड वेतन ₹ 4200/– अनुमन्य होने के फलस्वरूप पूर्व में अनुमन्य वित्तीय स्तरोन्नयन के रूप में देय वेतन बैण्ड एवं ग्रेड वेतन की अनुमन्यता निम्नानुसार होगी :–

| 1 | सहायक समीक्षा अधिकारी के पद पर दिनांक 01           | ₹ 5200-20200 एवं ₹ 2800/- |
|---|--|---------------------------|
|   | जनवरी, 2006 को निर्धारित वेतन बैण्ड एवं ग्रेड वेतन |                           |

| 2 | दिनांक 01 सितम्बर, 2008 को सहायक समीक्षा         | ₹ 5200-20200 एवं ₹ 2800/- |
|---|--|---------------------------|
|   | अधिकारी ''क'' को अनुमन्य वेतन बैण्ड एवं ग्रेड    |                           |
|   | वेतन (पद हेतु निर्धारित)                         |                           |
| 3 | समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत     |                           |
|   | दिनांक 01 सितम्बर, 2008 के पूर्व                 |                           |
|   | (i) सहायक समीक्षा अधिकारी ''ख'' को प्रथम         | ₹ 9300-34800 एवं ₹ 4600/- |
|   | वैयक्तिक वेतनमान के रूप में अनुमन्य वेतन         |                           |
|   | बैण्ड एवं ग्रेड वेतन                             |                           |
|   | (ii) सहायक समीक्षा अधिकारी ''ग'' को द्वितीय      | ₹ 9300-34800 एवं ₹ 4800/- |
|   | वैयक्तिक वेतनमान के रूप में अनुमन्य वेतन         |                           |
|   | बैण्ड एवं ग्रेड वेतन                             |                           |
| 4 | ए०सी०पी० व्यवस्था के अन्तर्गत दिनांक ०१ सितम्बर, |                           |
|   | 2008 को सहायक समीक्षा अधिकारी के पदधारक।         |                           |
|   | (i) ''क'' को प्रथम वित्तीय स्तरोन्नयन के रूप     | ₹ 9300-34800 एवं ₹ 4200/- |
|   | में अनुमन्य अगला वेतन बैण्ड एवं ग्रेड वेतन       |                           |
|   | (ii) ''ख'' को द्वितीय वित्तीय स्तरोन्नयन के रूप  | ₹ 9300-34800 एवं ₹ 4800/- |
|   | में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन            |                           |
|   | (iii)''ग'' को तृतीय वित्तीय स्तरोन्नयन के रूप    | ₹ 9300-34800 एवं ₹ 5400/- |
|   | में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन            |                           |
| 5 | दिनांक 31 मई 2010 को सहायक समीक्षा अधिकारी       | ₹ 9300-34800 एवं ₹ 4800/- |
|   | के पद पर अनुमन्य संशोधित⁄उच्चीकृत वेतन बैण्ड     |                           |
|   | एवं ग्रेड वेतन                                   |                           |
| 6 | सहायक समीक्षा अधिकारी के पद का वेतन बैण्ड एवं    |                           |
|   | ग्रेड वेतन संशोधित⁄उच्चीकृत होने के फलस्वरूप     |                           |
|   | दिनांक 31 मई, 2010 को सहायक समीक्षा अधिकारी      |                           |
|   | (i) 'क' को प्रथम वित्तीय स्तरोन्नयन के रूप में   | ₹ 9300-34800 एवं ₹ 4600/- |
|   | अनुमन्य संशोधित वेतन बैण्ड एवं ग्रेड वेतन        |                           |
|   | (ii) 'ख' को द्वितीय वित्तीय स्तरोन्नयन के रूप    | ₹ 9300-34800 एवं ₹ 4800/- |
|   | में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन            |                           |
|   | (iii) 'ग' को तृतीय वित्तीय स्तरोन्नयन के रूप में | ₹ 9300-34800 एवं ₹ 5400/- |
|   | अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन                |                           |

#### II; k%872@XXVII(7)@u0ifr0@2011

प्रेषक,

राधा रतूडी, सचिव वित्त, उत्तराखण्ड शासन।

सेवा में,

- समस्त प्रमुख सचिव / सचिव, उत्तराखण्ड शासन।
- समस्त विभागाध्यक्ष एवं प्रमुख कार्यालयध्यक्ष, उत्तराखण्ड शासन।

## fol: 146v1081 10fn0/2vuljtx87 ngj kuv %inuld %08 elp7 2011

## fo'lş & jli; değilij; hads fy, lifuf pr difj; ji illir; u ¼01 kü k0½dh Golfila

महोदय,

:—

उपर्युक्त विषयक शासनादेष संख्या—444/XXVII (7) ए०सी०पी०(1)/ 2010, दिनांक 09 फरवरी, 2010 तथा तत्क्रम में निर्गत शासनादेष संख्या 542/XXVII (7)/2010, दिनांक 15 अक्टूबर, 2010 को निरस्त करते हुए मुझे यह कहने का निदेष हुआ है कि राज्यपाल महोदय, समस्त श्रेणी के राज्य कर्मचारियों/अधिकारियो के लिए वर्तमान में लागू समयमान वेतनमान की व्यवस्था के स्थान पर दिनांक 01.01.2006 से प्रभावी पुनरीक्षित वेतन संरचना में सुनिष्चित कैरियर प्रोन्नयन (ए०सी०पी०) की नई व्यवस्था निम्नवत् लागू किये जाने की सहर्ष स्वीकृति प्रदान करते है

(1) उक्त योजना दिनांक 01.01.2006 के पूर्व के वेतनमान ₹ 7500-12000 पुनरीक्षित वेतन बैण्ड में ग्रेड पे ₹ 4800 तक के पदधारकों के लिए दिनांक 01.09.2008 से तथा वेतनमान ₹ 8000-13500 पुनरीक्षित वेतन बैण्ड में ग्रेड पे ₹ 5400 तथा उससे उपर के वेतन बैण्ड एवं ग्रेड पे के पदधारकों के लिए दिनांक 01.01.2006 से प्रभावी होगी।

- (2) (i) ए०सी०पी० के अन्तर्गत सीधी भर्ती के किसी पद पर प्रथम नियमित नियुक्ति की तिथि से 10 वर्ष, 18 वर्ष व 26 वर्ष की अनवरत् संतोषजनक सेवा के आधार पर, तीन वित्तीय स्तरोन्नयन निम्न प्रतिबन्धों के अधीन अनुमन्य किये जायेंगे :--
  - (क) प्रथम वित्तीय स्तरोन्नयन सीधी भर्ती के पद के वेतनमान / सादृष्य ग्रेड वेतन में 10 वर्ष की नियमित सेवा निरन्तर सन्तोषजनक रूप से पूर्ण कर लेने पर देय होगा।

#### परन्तु,

किसी पद का वेतनमान/ग्रेड वेतन किसी समय बिन्दु पर उच्चीकृत होने की स्थिति में वित्तीय स्तरोन्नयन की अनुमन्यता हेतु सेवाविधि की गणना में पूर्व वेतनमान/ग्रेड वेतन तथा उच्चीकृत वेतनमान/ग्रेड वेतन में की गयी सेवाओं को जोडकर उच्चीकृत ग्रेड वेतन से अगला ग्रेड वेतन अनुमन्य होगा।

(ख) प्रथम वित्तीय स्तरोन्नयन के रूप में अनुमन्य ग्रेड वेतन में 08 वर्ष की निरन्तर सन्तोषजनक सेवा पूर्ण कर लेने पर द्वितीय वित्तीय स्तरोन्नयन देय होगा। इसी प्रकार द्वितीय वित्तीय स्तरोन्नयन के रूप में अनुमन्य ग्रेड वेतन में 08 वर्ष की निरन्तर सन्तोषजनक सेवा पूर्ण कर लेने पर तृतीय वित्तीय स्तरोन्नयन देय होगा। परन्तू

यदि सम्बन्धित कार्मिक को प्रोन्नति, प्रथम वित्तीय स्तरोन्नयन के पूर्व अथवा उसके पष्चात प्राप्त हो जाती है तो प्रोन्नति की तिथि से 08 वर्ष की सेवा पूर्ण कर लेने पर ही प्रोन्नति के पर पर अनुमन्य ग्रेड वेतन से अगला ग्रेड वेतन द्वितीय वित्तीय स्तरोन्नयन के रूप में अनुमन्य होगा। सम्बन्धित पद पर रहते हुए उक्तानुसार द्वितीय वित्तीय स्तरोन्नयन अनुमन्य होने की तिथि से 08 वर्ष की सेवा पूर्ण करने अथवा कुल 26 वर्ष की सेवा पूर्ण करने की तिथि, जो भी पहले हो, से तृतीय वित्तीय स्तरोन्नयन का लाभ अनुमन्य होगा।

- (ii) किसी पद पर नान फक्षंलन वेतनमान/ग्रेड वेतन मिलने पर ए०सी०पी० की व्यवस्था के अन्तर्गत देय लाभों की अनुमन्यता हेतु नानफकंष्नल वेतनमान/ग्रेड वेतन को वित्तीय स्तरोन्नयन माना जायेगा। ए०सी०पी० के अन्तर्गत अगले लाभ के रूप में नानफंक्ष्नल वेतनमान/सादृष्य ग्रेड वेतन से अगला ग्रेड वेतन अनुमन्य होगा।
- (iii) उपर्युक्तानुसार देय तीन स्तरोन्नयन दिनांक 01.01.2006 से लागू पुनरीक्षित वेतन संरचना में ही अनुमन्य होंगे।

567

- (iv) संतोषजनक सेवा पूर्ण न होने के कारण यदि किसी कार्मिक को वित्तीय स्तरोन्नयन विलम्ब से प्राप्त होता है तो उसका प्रभाव आने वाले अगले वित्तीय स्तरोन्नयन पर भी पडेगा। अर्थात अगले वित्तीय स्तरोन्नयन की अनुमन्यता हेतु निर्धारित अवधि की गणना पूर्व वित्तीय स्तरोन्नयन के प्राप्त होने की तिथि से ही की जायेगी।
- (v) ए०सी०पी० की व्यवस्था लागू होने के पष्चात सीधी भर्ती के किसी पद पर प्रथम नियुक्ति के पष्चात संवर्ग में प्रथम पदोन्नति होने के उपरान्त केवल द्वितीय एवं तृतीय स्तरोन्नयन तथा द्वितीय पदोन्नति प्राप्त होने के उपरान्त तृतीय वित्तीय स्तरोन्नयन का लाभ ही देय रह जायेगा। तीसरी पदोन्नति प्राप्त होने की तिथि के पष्चात किसी भी दषा में वित्तीय स्तरोन्नयन का लाभ अनुमन्य न होगा। इस सन्दर्भ में यह भी उल्लेखनीय है कि दिनांक 01.01.2006 से लागू पुनरीक्षित वेतन संरचना में एक ही सवंर्ग में यदि समान ग्रेड वेतन वाले पद पर पदोन्नति हुई है, तो उसे भी वित्तीय स्तरोन्नयन की अनुमन्यता हेतु पदोन्नति माना जायेगा।

परन्तु

उक्तानुसार पदोन्नति प्राप्त वरिष्ठ कर्मचारी का वेतन ए०सी०पी० की व्यवस्था से लाभान्वित किसी कनिष्ठ कार्मिक से कम होने की दषा में वरिष्ठ कार्मिक का वेतन कनिष्ठ कार्मिक के बराबर कर दिया जायेगा।

- (vi) प्रदेष के अन्य राजकीय विभागों में समान ग्रेड वेतन मे की गयी नियमित सेवा को वित्तीय स्तरोन्नयन के लिए गणना में लिया जायेगा, परन्तु ऐसे मामलों में ए०सी०पी० की व्यवस्था के अन्तर्गत देय किसी लाभ हेतु नये विभाग के पद पर परिवीक्षा अवधि (Probation Period) संतोषजनक रूप से पूर्ण करने के उपरान्त ही विचार किया जायेगा एवं संबंधित लाभ देय तिथि से ही अनुमन्य कराया जायेगा।
- (vii) ए०सी०पी० की व्यवस्था के अन्तर्गत वित्तीय स्तरोन्नयन हेतु नियमित संतोषजनक सेवा की गणना में प्रतिनियुक्ति / वाह्य सेवा, अध्ययन अवकाष तथा सक्षम स्तर से स्वीकृत सभी प्रकार के अवकाष की अवधि को सम्मिलित किया जायेगा।
- (viii) केन्द्र सरकार / स्थानीय निकाय / स्वषासी संस्था / सार्वजनिक उपक्रम एवं निगम में की गयी पूर्व सेवा को वित्तीय स्तरोन्नयन के लिए गणना में नहीं लिया जायेगा।
- (3) निर्धारित सेवावधि पर वित्तीय स्तरोन्नयन के रूप में अनुमन्य होने वाला ग्रेड वेतन, शासनादेष संख्या :-395/XXVII(7)/2008, दिनांक 17 अक्टूबर, 2008 के संलग्नक-1 के स्तम्भ-4 एवं 5 के अनुसार अनुमन्यता की तिथि से पूर्व देय ग्रेड वेतन से अगला ग्रेड वेतन होगा। इस प्रकार किसी पद पर वित्तीय स्तरोन्नयन के रूप में प्राप्त होने वाला ग्रेड वेतन कुछ मामलों में संबंधित पद तथा उसके पदोन्नति के पद के ग्रेड वेतन के मध्य का ग्रेड

568

वेतन हो सकता है। ऐसे मामलों में संबंधित पदधारक को पदोन्नति के पद का ग्रेड वेतन उसे वास्तविक रूप से पदोन्नति प्राप्त होने पर ही अनुमन्य होगा।

- (4) यदि किसी संवर्ग/पद के संबंध में समयमान वेतनमान/समयबद्व आधार पर प्रोन्नति की कोई विषिष्ट व्यवस्था शासनादेषों अथवा सेवा नियमावली के माध्यम से लागू हो तो उस व्यवस्था को भविष्य में बनाये रखने अथवा उसके स्थान पर ए०सी०पी० की उपर्युक्त व्यवस्था लागू करेने के संबन्ध में संवर्ग नियंत्रक प्रषासकीय विभाग द्वारा सक्षम स्तर से निर्णय लिया जाये। किसी भी संवर्ग/पद हेतु समयमान वेतनमान/समयबद्व आधार पर प्रोन्नति की कोई विषिष्ट व्यवस्था तथा ए०सी०पी० की व्यवस्था दोनों एक साथ लागू नहीं होगी।
- (5) वित्तीय स्तरोन्नयन का लाभ अनुमन्य होने के आधार पर संबंधित कर्मचारी के पदनाम, श्रेणी अथवा प्रास्थिति में कोई परिवर्तन नहीं होगा किन्तु मूल वेतन के आधार पर देय वित्तीय एवं सेवा—नैवृत्तिक तथा अन्य लाभ संबंधित कार्मिक को वित्तीय स्तरोन्नयन के फलस्वरूप निर्धारित मूल वेतन पर अनुमन्य होंगें।
- (6) यदि किसी कर्मचारी के खिलाफ अनुषासनात्मक कार्यवाही / दण्डन कार्यवाही प्रचलन में हो तो ए0सी0पी0 की व्यवस्था के अन्तर्गत स्तरोन्नयन के लाभ की अनुमन्यता उन्हीं नियमों से शासित होगी जिन नियमों के अधीन उपर्युक्त परिस्थितियों में समान्य प्रोन्नति की व्यवस्था शासित होती है। अतः ऐसे मामले उत्तराखण्ड सरकारी सेवक (अनुषासन एवं अपील) नियमावली, 2003 एवं इसमें समय–समय पर किये गये संषोधनों के प्रावधानों से विनियमित होंगे।
- (7) इस योजना के अन्तर्गत प्राप्त वित्तीय स्तरोन्नयन पूर्णतयः वैयक्तिक है और इसका कर्मचारी की वरिष्ठता से कोई संबध नहीं है। कोई कनिष्ठ कर्मचारी इस व्यवस्था के अन्तर्गत उच्च वेतन / ग्रेड वेतन प्राप्त करता है, तो वरिष्ठ कर्मचारी इस आधार पर उच्च वेतन / ग्रेड वेतन की मांग नहीं कर सकेगा कि उससे कनिष्ठ कर्मचारी को अधिक वेतन / ग्रेड वेतन प्राप्त हो रहा है।
- (8) यदि कोई सरकारी सेवक किसी वित्तीय स्तरोन्नयन की अनुमन्यता हेतु अर्ह होने के पूर्व ही उसे दी जा रही नियमित पदोन्नति लेने से मना करता है तो उस सरकारी सेवक को अनुमन्य उस वित्तीय स्तरोन्नयन का लाभ नहीं दिया जायेगा। यदि वित्तीय स्तरोन्नयन अनुमन्य कराये जाने पष्चात संबंधित सरकारी सेवक द्वारा नियमित प्रोन्नति लेने से मना किया जाता है तो संबंधित सरकारी सेवक को अनुमन्य किया गया वित्तीय स्तरोन्नयन वापस नहीं लिया जायेगा, तथापि ऐसे सरकारी सेवक को अगले वित्तीय स्तरोन्नयन की अनुमन्यता हेतु तब तक अर्हता के क्षेत्र में सम्मिलित नही किया जायेगा जब तक कि वह प्रोन्नति लेने हेतु सहमत न हो जाये। उक्त स्थिति में अगले वित्तीय स्तरोन्नयन की देयता हेतु समयावधि की

गणना में, पदोन्नति लेने से मना करने तथा पदोन्नति हेतु सहमति दिये जाने के मध्य की अवधि को, सम्मिलित नहीं किया जायेगा।

(9) ऐसे सरकारी सेवक जो उच्च पदों पर कार्यरत है और उन्हें निम्न पद के आधार पर देय वित्तीय स्तरोन्नयन उच्च पद पर मिल रहे ग्रेड वेतन के समान अथवा निम्न है, तो निम्न पद के आधार पर देय वित्तीय स्तरोन्नयन का लाभ उच्च पद पर कार्यरत रहने की अवधि तक अनुमन्य नहीं होगा परन्तु संबंधित सरकारी सेवक के निम्न पद पर आने पर उक्त लाभ

देयता के तिथि से काल्पनिक आधार पर अनुमन्य कराते हुए उसका वास्तविक लाभ उसके निम्न पद पर आने की तिथि से अनुमन्य ग्रेड वेतन से उच्च है तो संबंधित वित्तीय स्तरोन्नयन का लाभ देयता की तिथि से ही अनुमन्य होगा।

- (10) प्रतिनियुक्ति/ सेवा स्थानान्तरण पर कार्यरत सरकारी सेवकों को ए०सी०पी० की व्यवस्था के अन्तर्गत वित्तीय स्तरोन्नयन प्राप्त करने हेतु अपने पैतृक विभाग के मूल पद के आधार पर ए०सी०पी० के अन्तर्गत देय वेतन बैण्ड में वेतन एवं ग्रेड वेतन अथवा प्रतिनियुक्ति/ सेवा स्थानान्तरण के वर्तमान पद पर अनुमन्य हो रहे बैण्ड वेतन एवं ग्रेड वेतन जो भी लाभप्रद हो, को चुनने का विकल्प होगा।
- (11) पूर्व में लागू समयमान वेतनमान की व्यवस्था तथा ए०सी०पी० की उपर्युक्त नई व्यवस्था के अन्तर्गत एक ही संवर्ग में अनुमन्य कराये गये समयमान वेतनमान/वित्तीय स्तरोन्नयन से सम्भावित किसी अन्तर को विंसगति नहीं माना जायेगा।

2- समयमान वेतनमान की पूर्व व्यवस्था के संबंध में समय-समय पर निर्गत शासनादेषों द्वारा की गयी व्यवस्था एवं जारी निर्देष दिनांक 31.08.2008 तक पुनरीक्षित वेतन संरचना में भी यथावत् लागू रहेंगे। पुनरीक्षित वेतन संरचना में दिनांक 31.08.2008 तक लागू समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत देय लाभ निम्नानुसार अनुमन्य कराये जायेंगे :--

- (1) 08 वर्ष एवं 19 वर्ष की सेवा के आधार पर देय अतिरिक्त वेतनवृद्वि की धनराषि की गणना संबंधित पदधारक को तत्समय अनुमन्य मूल वेतन (बैण्ड वेतन+ग्रेड वेतन) के 3 प्रतिषत की दर से आगणित धनराषि को अगले ₹ 10 में पूर्णाकिंत करते हुए की जायेगी। संबंधित कर्मचारी को अगली सामान्य वेतनवृद्वि अगली पहली जनवरी / जूलाई को देय होगी।
- (2) (i) 14 वर्ष एवं 24 वर्ष की सेवा के आधार पर क्रमषः प्रथम अथवा द्वितीय प्रोन्नतीय/अगला वेतनमान के रूप में देय वेतन बैण्ड एवं ग्रेड वेतन अनुमन्य होने पर अनुमन्यता की तिथि को संबधित कार्मिक का वेतन प्रोन्नतीय/अगले वेतनमान के रूप में देय ग्रेड वेतन अनुमन्य करते हुए निर्धारित किया जायेगा और बैण्ड वेतन अपरिवर्तित रहेगा। उक्तानुसार निर्धारित बैण्ड वेतन यदि उस ग्रेड वेतन मे सीधी भर्ती

570
हेतु निर्धारित न्यूनतम बैण्ड वेतन से कम होता है तो संबंधित पदधारक का बैण्ड वेतन उस सीमा तक बढ़ा दिया जायेगा।

(ii) प्रथम एवं द्वितीय प्रोन्नतीय / अगले वेतनमान के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन में संबंधित पदधारक को अगली वेतनवृद्वि न्यूनतम 06 माह के उपरान्त पड़ने वाली पहली जनवरी / जुलाई को ही देय होगी।

#### परन्तु,

प्रथत अथवा द्वितीय प्रोन्नतीय / अगले वेतनमान के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन में अगली पहली जनवरी / जुलाई को किसी अधिकारी / कर्मचारी का मूल वेतन उसे यथा स्थिति पद के वेतन बैण्ड एवं ग्रेड वेतन अथवा प्रथम प्रोन्नतीय / अगले वेतनमान के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन में निर्धारित मूल वेतन की तुलना में कम या बराबर हो जाये, तो यथा स्थिति प्रथम प्रोन्नतीय / अगले वेतनमान अथवा द्वितीय प्रोन्नतीय / अगले वेतनमान के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन में एक अतिरिक्त वेतनवृद्वि स्वीकृत करते हुए मूल वेतन पूर्ननिर्धारित किया जायेगा।

(iii) वेतन बैण्ड ₹ 15600–39100 एवं ग्रेड वेतन ₹ 5400/– तथा उससे उच्च वेतन बैण्ड अथवा ग्रेड वेतन के पदों पर समयमान वेतनमान/सेलेक्षन ग्रेड अनुमन्य होने पर पूर्व

- उप प्रस्तर—2(i) तथा 2(ii) में निर्धारित व्यवस्था के अनुसार ही कार्यवाही की जायेगी। (vi) समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत प्रोन्नतीय/अगले वेतनमान अथवा समयमान वेतनमान/सेलेक्षन ग्रेड अनुमन्य होने के उपरान्त संबंधित कर्मचारी की पदोन्नति उक्तानुसार प्रोन्नतीय/अगले वेतनमान अथवा समयमान वेतनमान/सेलेक्षन ग्रेड के रूप में अनुमन्य वेतन बैण्ड एवं ग्रेड वेतन के पद पर होने की स्थिति में संबंधित कार्मिक का वेतन निर्धारण 3 प्रतिषत की दर से एक वेतनवृद्वि देते हुए किया जायेगा संबंधित कर्मचारी को अगली सामान्य वेतनवृद्वि अगली पहली जनवरी/जुलाई को देय होगी।
- (3) संवर्ग में वरिष्ठ कार्मिक को समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत देय लाभ अपुनरीक्षित वेतनमान में अनुमन्य होने तथा कनिष्ठ कार्मिक को वही लाभ पुनरीक्षित वेतन संरचना मे अनुमन्य होने के फलस्वरूप यदि वरिष्ठ कार्मिक का वेतन कनिष्ठ की तुलना में कम हो जाता है तो संबंधित तिथि को वरिष्ठ कार्मिक का वेतन कनिष्ठ को अनुमन्य वेतन क बराबर निर्धारित कर दिया जायेगा।

(4) ऐसे मामलों में जहां किसी कारणवंष प्रोन्नतीय / अगले वेतनमान के रूप में अनुमन्य सादृष्य वेतन बैण्ड एवं ग्रेड वेतन में परिवर्तन होता है तो समयमान वेतनमान व्यवस्था के अधीन प्रोन्नतीय / अगले वेतनमान भी तद्नुसार परिवर्तित रूप में ही अनुमन्य होगा। परन्तू

उक्त परिवर्तन के फलस्वरूप यदि प्रोन्नतीय/अगला वेतन उच्चीकृत होता है तो ऐसे उच्चीकरण की तिथि से उच्च प्रोन्नतीय/अगला वेतनमान के सादृष्य वेतन बैण्ड एवं ग्रेड वेतन अनुमन्य होगा। समयमान वेतनमान की व्यवस्था में पूर्व से अनुमन्य प्रोन्नतीय / अगले वेतनमान का संषोधन भी तद्नुसार किया जोयगा। प्रोन्नतीय/अगला वेतनमान निम्नीकृत होने की दषा में पूर्व से अनुमन्य प्रोन्नतीय/अगला वेतनमान के सादृष्य ग्रेड वेतन यथावत अनुमन्य रहेगा।

Mi.h:- उक्त व्यवस्था से संबंधित कतिपय उदाहरण संलग्नक-1 पर उपलब्ध हैं। yनरीक्षित वेतन संरचना में सुनिष्चित कैरियर प्रोन्नयन (ए०सी०पी०) लागू किये जाने की तिथि दिनांक 01 सितम्बर, 2008 को यदि कोई कर्मचारी धारित पद पर साधारण वेतनमान में है और उसे संबंधित पद पर समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत कोई अनुमन्य नहीं हुआ हो तो ए०सी०पी० की नई व्यवस्था में लाभ अनुमन्य किये जाने हेतु अर्हकारी सेवा अवधि की गणना संबंधित कर्मचारी के उक्त धारित पद के सन्दर्भ में की जायेगी और ए०सी०पी० के अन्तर्गत देय सभी लाभ उक्त आधार पर देय होंगे।

ऐसे कर्मचारी जो दिनांक 01 सितम्बर, 2008 को समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत कोई समयमान वेतनमान/लाभ वैयक्तिक रूप से प्राप्त कर रहे है तो एसे कर्मचारियों को ए0सी0पी0 की नई व्यवस्था में लाभ अनुमन्य किये जाने हेतु अर्हकारी सेवा अवधि की गणना सम्बन्धित कर्मचारी को अनुमन्य समयमान वेतनमान/लाभ जिस पद के सन्दर्भ में अनुमन्य किया गया है उस पद के सन्दर्भ में की जायेगी। उक्त श्रेणी के कर्मचारियों को ए0सी0पी0 की नयी व्यवस्था के अन्तर्गत देय लाभ दिनांक 01 सितम्बर, 2008 अथवा उसके उपरान्त निम्नानुसार अनुमन्य होंगे:—

(1) समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत 08 वर्ष तथा 19 वर्ष के आधार पर अनुमन्य अतिरिक्त वेतनवृद्वि को ए0सी0पी0 के अन्तर्गत देय वित्तीय स्तरोन्नयन की अनुमन्यता हेतु संज्ञान में नहीं लिया जायेगा। किसी पद पर नानफक्षनल वेतनमान मिलने पर ए0सी0पी0 की सेवा अवधि की गणना हेतु पूर्व आदेषों के अनुसार नानफक्षनल वेतनमान इग्नोर किया जायेगा। ए0सी0पी0 के अन्तर्गत अगले लाभ के रूप में नानफक्ष्वनल वेतनमान के सादृष्य ग्रेड वेतन से अगला ग्रेड वेतन देय होगा।

- (2) जिन्हें 14 वर्ष की सेवा के आधार पर प्रथम प्रोन्नतीय/अगला वेतनमान अनुमन्य हो चुका हो, उन्हे उक्त लाभ अनुमन्य होने की तिथि से न्यूनतम 04 वर्ष की सेवा सहित कुल 18 वर्ष की सेवा पूर्ण करने की तिथि अथवा दिनांक 01 सितम्बर, 2008, जो भी बाद में हों, से द्वितीय वित्तीय स्तरोन्नयन अनुमन्य होगा। उक्त तिथि को संबंधित कार्मिक को पूर्व से अनुमन्य प्रथम प्रोन्नतीय/अगले वेतनमान के सादृष्य ग्रेड वेतन से अगला ग्रेड वेतन देय होगा।
- (3) जिन्हे 24 वर्ष की सेवा के उपरान्त द्वितीय प्रोन्नतीय / अगला वेतनमान अनुमन्य हो चुका हो, उन्हें उक्त लाभ अनुमन्य होने की तिथि से न्यूनतम 02 वर्ष की सेवा सहित

कुल 26 वर्ष की सेवा पूर्ण करने की तिथि अथवा दिनांक 01 सितम्बर, 2008, जो भी बाद में हों, से द्वितीय वित्तीय स्तरोन्नयन अनुमन्य होगा। उक्त तिथि को संबंधित कार्मिक को पूर्व से अनुमन्य द्वितीय प्रोन्नतीय ⁄ अगले वेतनमान के सादृष्य ग्रेड वेतन से अगला ग्रेड वेतन देय होगा।

परन्तु,

दिनांक 01 सितम्बर, 2008 के पूर्व प्राप्त पदोन्नति अथवा समयमान वेतनमान की पूर्व व्यवस्था के अन्तर्गत अनुर्मन्य प्रोन्नतीय वेतनमान / अगले वेतनमान के सादृष्य ग्रेड वेतन, पुनरीक्षित वेतन संरचना में वेतनमानों के संविलियन / पदों के उच्चीकरण के फलस्वरूप संबंधित पद के साधारण ग्रेड वेतन के समान हो जाने की स्थिति में ऐसी पदोन्नति अथवा प्रोन्नतीय वेतनमान / अगले वेतनमान को ए0सी0पी0 की व्यवस्था का लाभ देते समय संज्ञान में नहीं लिया जायेगा।

4– वित्तीय स्तरोन्नयन अनुमन्य होने पर वेतन निर्धारण संलग्नक–2 में उल्लिखित व्यवस्था के अनुसार किया जायेगा। तदोपरान्त कर्मचारी की उसी ग्रेड वेतन, जो वित्तीय स्तरोन्नयन के रूप में अनुमन्य हुआ है, में नियमित पदोन्नति होने पर कोई वेतन निर्धारण नहीं किया जायेगा, परन्तु यदि पदोन्नति के पद का ग्रेड वेतन वित्तीय स्तरोन्नयन के रूप में प्राप्त ग्रेड वेतन से उच्च है, तो बैण्ड वेतन अपरिवर्तित रहेगा और संबंधित कार्मिक को पदोन्नति के पद का ग्रेड वेतन देय होगा।

5- (1) वित्तीय स्तरोन्नयन की अनुमन्यता के प्रकरणों पर विचार किये जाने हेतु प्रत्येक विभाग में एक स्क्रीनिंग कमेटी का गठन किया जायेगा। उक्त स्क्रीनिगं कमेटी में अध्यक्ष एवं दो सदस्य होंगे। स्क्रीनिंग कमेटी में ऐसे अधिकारियों को सदस्य के रूप में नामित किया जायेगा जिनके द्वारा धारित पद का ग्रेड वेतन उन कार्मिक के ग्रेड वेतन से कम से कम एक स्तर उच्च होगा, जिनके संबंध में वित्तीय स्तरोन्नयन की अनुमन्यता पर विचार किया जाना प्रस्तावित हो और किसी भी स्थिति में नामित सदस्य द्वारा धारित पद का ग्रेड वेतन श्रेणी—ख के अधिकारी के ग्रेड वेतन से कम नहीं होगा। स्क्रीनिंग कमेटी के अध्यक्ष का ग्रेड वेतन कमेटी के सदस्यों द्वारा धारित पद के ग्रेड वेतन से कम से कम एक स्तर उच्च होगा।

- (2) स्क्रीनिंग कमेटी की केस–टू–केस प्राप्त होने वाले प्रस्तावों पर बैठक आयोजित कर विचार किया जायेगा।
- (3) उक्त व्यवस्था के अन्तर्गत वित्तीय स्तरोन्नयन का लाभ संबंधित नियुक्ति प्राधिकारी / स्वीकर्ता अधिकारी द्वारा विभाग की स्क्रीनिंग कमेटी की संस्तुतियों के आधार पर स्वीकृत किया जायेगा।
- 6— ए०सी०पी० की व्यवस्था राजकीय संस्थाओं के ऐसे शैक्षिक पदों पर भी लागू होगी जिन पर राज्य कर्मचारियों के समान समयमान वेतनमान की पूर्व व्यवस्था अनुमन्य रही है।
- 7- ए०सी०पी० की उक्त व्यवस्था राजकीय न्यायिक सेवा के अधिकारियों पर लागू नहीं होगी।
- 8– ए0सी0पी0 की उपरोक्त व्यवस्था के सन्दर्भ में शासनादेष संख्याः 395/XXVII(7)/2008, दिनांक 17 अक्टूबर, 2008 के अन्तर्गत पुनरीक्षित वेतन संरचना चुनने के संबंध में दिये गये विकल्प के स्थान पर संषोधित विकल्प इस शासनादेष के जारी होने की तिथि से 90 दिन के अन्दर प्रस्तुत किया जा सकेगा।

संलग्नक :- यथोपरि।

Honh g0 FjklkjrMH/2 I fpo foBr

#### **II: : k%87211/@** XXVII(7) / 2011 तद्दिनांक।

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1. महालेखाकार, उत्तराखण्ड देहरादून।
- 2. महानिबन्धक, उच्च न्यायलय, उत्तराखण्ड।
- 3. प्रमुख सचिव, विधान सभा, उत्तराखण्ड।
- 4. सचिव मा० राज्यपाल, उत्तराखण्ड देहरादून।
- 5. स्थानीय आयुक्त, उत्तराखण्ड, नई दिल्ली।
- 6. निदेशक, कोषागार एवं वित्त सेवायें सह स्टेट इन्टरनल आडीटर, उत्तराखण्ड देहरादून।

- 7. वित्त आडिट प्रकोष्ठ, उत्तराखण्ड शासन।
- समस्त मुख्य / वरिष्ठ कोषाधिकारी, उत्तराखण्ड।
- 9. उत्तराखण्ड सचिवालय के समस्त अनुभाग।
- 10. इरला चैक अनुभाग उत्तराखण्ड, देहरादून।
- 11. निदेशक, एन0आई0सी0, उत्तराखण्ड देहरादून।

12. गार्ड फाईल।

### vlKkl‡ g0 ¼jn HuzikM;½ vij lfpo

#### ' unskill; k%872'Le XXVII(7) / 2011, दिनांक 08 / 03 / 2011 का संलग्नक-1

#### mlgj.k&l

वेतनमान ₹ 4000–6000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड–1 एवं ग्रेड वेतन ₹ 2400/–) के पद पर कार्यरत कार्मिक को 14 वर्ष की सेवा के आधार पर उपर्युक्त पद हेतु उपलब्ध पदोन्नति के पद का वेतनमान ₹ 4500–7000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड–1 एवं ग्रेड वेतन ₹ 2800/–) अनुमन्य हुआ है। तदोपरान्त पदोन्नति के पद का वेतनमान संषोधित करते हुए ₹ 5000–8000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड–2 एवं ग्रेड वेतन ₹ 4200/–) का संषोधन/उच्चीकृत वेतनमान अनुमन्य कराया गया। फलस्वरूप उपर्युक्त कार्मिक को पूर्व से स्वीकृत प्रोन्नतीय वेतनमान ₹ 4500–7000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड–1 एवं ग्रेड वेतन ₹ 2800/–) के स्थान पर, पदोन्नतीय पद के वेतनमान में संषोधन/उच्चीकरण के दिनांक से संषोधित/उच्चीकृत वेतनमान ₹ 5000–8000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड–2 एवं ग्रेड वेतन ₹ 4200/–) वैयक्तिक रूप से अनुमन्य होगा।

#### mg. k82 ¼/2-

वेतनमान ₹ 5000-8000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4200 / -) के लिए पदोन्नति का पद उपलब्ध नहीं है। उपर्युक्त पद पर कार्यरत पदधारक को 14 वर्ष के आधार पर प्रथम वैयक्तिक अगले वेतनमान के रूप में ₹ 5500-9000 वेतनमान ₹ 5000-8000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4200 / -) अनुमन्य हुआ। इस प्रकार दिनांक 01 जनवरी, 2006 से पद के वेतनमान तथा समयमान वेतनमान के अन्तर्गत वैयक्तिक रूप से अनुमन्य वेतनमान के लिए समान वेतन बैण्ड एवं ग्रेड वेतन अनुमन्य होने की स्थिति बन रही है। फलस्वरूप सम्बन्धित पद पर दिनांक 01 जनवरी, 2006 से 14 वर्ष के आधार पर प्रथम अगले वेतनमान के रूप में पद हेतु पुनरीक्षित वेतन संरचना में निर्धारित सादृष्य वेतन बैण्ड–2 एवं ग्रेड वेतन ₹ 4600/– अनुमन्य होने की स्थिति बन रही है। फलस्वरूप उक्त कार्मिक को पूर्व से प्रथम अगले वेतनमान के रूप में अनुमन्य ₹ 5500–9000 (पुनरीक्षित वेतन संरचना में निर्धारित सादृष्य वेतन बैण्ड–2 एवं ग्रेड वेतन ₹ 4200/–) के स्थान पर दिनांक 01 जनवरी, 2006 से वेतन बैण्ड–2 एवं ग्रेड वेतन ₹ 4600/– अनुमन्य होगा।

#### mlgj.k&l ½1/2-

इसी प्रकार वेतनमान ₹ 5000-8000 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4200/-) के उपर्युक्त पद पर कार्यरत पदधारक को 24 वर्ष के आधार पर द्वितीय अगले वेतनमान के रूप में ₹ 6500-10500 (पुनरीक्षित वेतन संरचना में सादृष्य वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4600/-) अनुमन्य हुआ। दिनांक 01 जनवरी, 2006 से उपर्युक्त पद पर प्रथम अगले वेतनमान के रूप में वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4600/- अनुमन्य है। उक्त स्थिति में संबंधित पद पर द्वितीय अगले वेतनमान के रूप में वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4600/- से अगला वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4800/- अनुमन्य होने की स्थिति बन रही है। फलस्वरूप उक्त कार्मिक को पूर्व से द्वितीय अगले वेतनमान के रूप में अनुमन्य ₹ 6500-10500 (पुनरीक्षित वेतन संरचना में निर्धारित सादृष्य वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4600/-) के स्थान पर दिनांक 01 जनवरी, 2006 से वेतन बैण्ड-2 एवं ग्रेड वेतन ₹ 4800/-अनुमन्य होगा।

उक्तानुसार अनुमन्य उच्च प्रोन्नतीय / अगले वेतनमान के सादृष्य वेतन बैण्ड एवं ग्रेड वेतन में संबंधित कार्मिक का वेतन निर्धारण शासनादेष संख्याः 395 / XXVII(7) / 2008, दिनांक 17 अक्टूबर, 2008 तथा तत्क्रम में समय—समय पर निर्गत शासनादेषों की व्यवस्थानुसार किया जायेगा।

### <u>शासादेश संख्या 872/XXVII(7)/2011, दिनांक 08.03.2011 का संलग्नक-2</u>

## पुनरीक्षित वेतन संरचना में लागू ए०सी०पी० के अन्तर्गत अनुमन्य वित्तीय स्तरोन्नयन में वेतन निर्धारण की प्रकिया

पुनरीक्षित वेतन संरचना में प्रभावी ए०सी०पी० की व्यवस्था के अनुसार वित्तीय स्तरोन्नयन अनुमन्य होने पर संबंधित कार्मिक का वेतन वित्तीय नियम संग्रह खण्ड–2 भाग–2 से 4 के मूल नियम 22 बी (1) के अनुसार निर्धारित किया जायेगा। संबंधित सरकारी कार्मिक को ए०सी०पी० के अन्तर्गत वित्तीय स्तरोन्नयन अनुमन्य होने पर वित्तीय नियम–23(1) के अन्तर्गत यह विकल्प होगा कि वह वित्तीय स्तरोन्नयन अनुमन्य होने की तिथि अथवा अगली वेतनवृद्धि की तिथि से वेतन निर्धारण करवा सकता है। पुनरीक्षित वेतन संरचना में वेतन निर्धारण निम्नानुसार किया जायेगा :–

1. यदि सम्बन्धित सरकारी सेवक वित्तीय स्तरोन्नयन अनुमन्य होने पर निम्न ग्रेड वेतन की वेतनवृद्वि की तिथि से वेतन निर्धारण हेतु विकल्प देता है तो वित्तीय स्तरोन्नयन अनुमन्य होने की तिथि को वर्तमान वेतन बैण्ड में वेतन अपरिवर्तित रहेगा, किन्तु वित्तीय स्तरोन्यन के रूप में अनुमन्य ग्रेड वेतन देय होगा। अगली वेतनवृद्वि की तिथि अर्थात 01 जनवरी ⁄01 जुलाई को वेतन पुर्ननिर्धारित होगा। इस तिथि को संबंधित सेवक को दो वेतनवृद्वियां, एक वार्षिक वेतनवृद्धि तथा दूसरी वेतनवृद्धि वित्तीय स्तरोन्न्यन के रूप में वेतनवृद्धि तथा दूसरी वेतनवृद्धि वित्तीय स्तरोन्नयन के फलस्वरूप देय होगी। इन दोनो वेतनवृद्धियों की गणना वित्तीय स्तरोन्नयन अनुमन्य होने की तिथि के पूर्व के मूल वेतन के आधार पर की जायेगी। उदाहरण स्वरूप, यदि वित्तीय स्तरोन्नयन के अनुमन्य होने की तिथि से पूर्व मूल वेतन रे 100.00 था, तो प्रथम वेतन वृद्धि की गणना रे 100.00 पर तथा द्वितीय वेतनवृद्धि की गणना रे 103.00 पर की जायेगी।

 यदि सरकारी सेवक वित्तीय स्तरोन्नयन अनुमन्य होने की तिथि से वेतन निर्धारण हेतु विकल्प देता है तो वित्तीय स्तरोन्नयन के रूप में अनुमन्य ग्रेड वेतन में उसका वेतन निम्नानुसार निर्धारित किया जायेगा :--

वर्तमान वेतन बैण्ड में वेतन तथा वर्तमान ग्रेड वेतन के योग की 03 प्रतिशत धनराशि को अगले 10 में पूर्णाकिंत करते हुए एक वेतनवृद्धि के रूप में आगणित किया जायेगा। तद्नुसार आगंणित वेतनवृद्धि की धनराशि वेतन बैण्ड में प्राप्त वर्तमान में जोड़ी जायेगी। इस प्रकार प्राप्त धनराशि वित्तीय स्तरोन्नयन के रूप में अनुमन्य वेतन बैण्ड में वेतन होगा, जिसके साथ वित्तीय स्तरोन्नयन के रूप में अनुमन्य ग्रेड वेतन देय होगा। जहॉ वित्तीय स्तरोन्नयन के रूप में अनुमन्य वेतन बैण्ड में परिवर्तन हुआ हो वहां भी इसी पद्धति का पालन किया जायेगा तथापि वेतनवृद्धि जोडने के बाद भी जहॉ वेतन बैण्ड में आगणित वेतन वित्तीय स्तरोन्नयन के रूप में अनुमन्य उच्च वेतन बैण्ड के न्यूनतम से कम हो, तो तद्नुसार आगणित वेतन को उक्त वेतन बैण्ड में न्यूनतम के बराबर तक बढ़ा दिया जायेगा।

नोट :-- यदि सरकारी सेवक को वित्तीय स्तरोन्नयन किसी वर्ष में दिनांक 02 जुलाई से 01 जनवरी तक अनुमन्य हुआ है तो उसे अगली वेतनवृद्वि अनुवर्ती 01 जुलाई को देय होगी। उदाहरण– किसी सरकारी सेवक को वित्तीय स्तरोन्नयन यदि 02 जुलाई , 2009 से 01 जुलाई, 2010 को देय होगी। यदि वित्तीय स्तरोन्नयन किसी वर्ष में 02 जनवरी से 30 जून तक अनुमन्य हुआ है तो उसे अगली वेतनवृद्वि अगले वर्ष की पहली जनवरी को देय होगी। उदाहरण– किसी सरकारी सेवक को वित्तीय स्तरोन्नयन यदि 02 जनवरी को देय होगी। उदाहरण– किसी सरकारी सेवक को वित्तीय स्तरोन्नयन यदि 02 जनवरी, 2009 से 30 जून, 2009 तक अनुमन्य हुआ है, तो उसे अगली वेतनवृद्धि 01 जनवरी, 2010 को देय होगी।

> g0 ¼jin BluzikM;½ vij lipo

### उत्तरांचल शासन <u>कार्मिक अनुभाग—2</u> संख्या 237 / कार्मिक—2 / 2003—55(25) / 2002 <u>देहरादून, 06 मार्च, 2003</u> <u>अधिसूचना</u> प्रकीर्ण

संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्ति का प्रयोग करके श्री राज्यपाल निम्नलिखित नियमावली है :— उत्तरांचल सरकारी सेवक (अनुषासन एवं अपील) नियमावली, 2003

- (1) यह नियमावली "उत्तरांचल सरकारी सेवक (अनुषासन एवं अपील) नियमावली, 2003 नाम कहलायेगी। और
- (2) यह तुरन्त प्रभावी होंगे।
- (3) यह भारत का संविधान के अनुच्छेद 229 से आच्छादित उच्च न्यायालय नैनीताल के अधिकारियों और कर्मचारियों के सिवाय संविधान के अनच्छेद 309 के परन्तुक के अधीन राज्यपाल के नियम बनाने की शक्ति के अधीन सरकारह सेवकों पर लागू होगी।

जब तक विषय या संदर्भ में कोई प्रतिकूल बात न हो, इस नियमावली में –

परिभाषाएं

प्रारम्भ

- (क) "नियुक्ति प्राधिकारी" का तात्पर्य सुसंगत सेवा नियमावली के अधीन पदों पर नियुक्ति करने के लिए सषक्त–प्राधिकारी से है ;
- (ख) "संविधान" का तात्पर्य भारत का संविधान से है ;
- (ग) "आयोग" का तात्पर्य उत्तरांचल लोक सेवा आयोग से है;
- (घ) "विभागीय जाँच" का तात्पर्य इस नियमावली के नियम-7 के अधीन जाँच से है ;
- (ङ) "अनुषासनिक प्राधिकारी" का तात्पर्य नियम–6 के अधीन शास्तियाँ अधिरोपित करने के लिए सषक्त किसी प्राधिकारी से है;
- (च) "राज्यपाल" का तात्पर्य उत्तरांचल के राज्यपाल से है;
- (छ) "सरकार" का तात्पर्य उत्तरांचल की राज्य सरकार से है;

(ज) "सरकारी सेवक" का तात्पर्य उत्तरांचल राज्य के कार्य–कलापों के संबंध में लोक सेवा और पद पर नियुक्त किसी व्यक्ति से है;

- (झ) "समूह<sup>ँ</sup>क,ख,ग, और घ के पदों" का तात्पर्य सुसंगत सेवा नियमावली या इस संबंध में समय–समय पर जारी सरकार के आदेषों में इस रूप में उल्लिखित पदों से है;
- (c) "सेवा" का तात्पर्य उत्तरांचल राज्य के कार्य–कलापों के संबंध में लोक सेवाओं और पदों से है।

निम्नलिखित शास्तियाँ, उपयुक्त और पर्याप्त कारण होने पर और जैसा आगे उपबन्धित है, <sup>शास्तियाँ</sup> सरकारी सेवकों पर अधिरोपित की जा सकेंगी :--

- (क) लघु शास्तियाँ
  - (एक) परिनिन्दा;
  - (दो) किसी विनिर्दिष्ट अवधि के लिए वेतन वृद्धि को रोकना ;
  - (तीन) आदेषों की उपेक्षा या उनका उल्लघंन करने के कारण सरकार को हुई आर्थिक हानि को पूर्णतः या अंषतः वेतन से वसूल किया जाना ;
  - (चार) समूह "घ" पदों को धारण करने वाले व्यक्तियों के मामले में जुर्माना : परन्तु ऐसे जुर्माना की धनराषि किसी भी स्थिति में, उस मास के वेतन के जिसमें

जुर्माना अधिरोपित किया गया हो, पच्चीस प्रतिषत से अधिक नहीं होगी।

- (ख) दीर्घ शास्तियाँ
  - (एक) संचयी प्रभाव के साथ वेतनवृद्धि का रोकना;
  - (दो) किसी निम्नतर पद या श्रेणी या समय वेतनमान या किसी समय वेतनमान में निम्नतर प्रक्रम पर अवनति करना ;
  - (तीन) सेवा से हटाना जो भविष्य में नियोजन से निरर्हित नहीं करता हो;
  - (चार) सेवा से पदच्यति जो भविष्य में नियोजन से निरर्हित करता हो।

स्पष्टीकरण— इस नियम के अर्थ के अन्तर्गत निम्नलिखित को शास्ति की कोटि में नहीं माना जायेगा, अर्थात् :--

- (एक) किसी विभागीय परीक्षा उत्तीर्ण करने में विफल रहने पर या सेवा को शासित करने वाले नियमों या आदेषों के अनुसार किसी अन्य शर्त को पूरा करने में विफल रहने पर किसी सरकारी सेवक की वेतनवृद्धि का रोकना ;
- (दो) सेवा में परिवीक्षा पर नियुक्ति किसी व्यक्ति का परिवीक्षा अवधि के दौरान या उसकी समाप्ति पर नियुक्ति के निबंधन या ऐसी परिवीक्षा को शासित करने वाले नियमों या आदेषों के अनुसार सेवा में प्रतिवर्तन ;
- (तीन) परिवीक्षा पर नियुक्ति किसी व्यक्ति की परिवीक्षा अवधि के दौरान या उसकी समाप्ति पर सेवा के निबंधन या ऐसी परिवीक्षा को शासित करने वाले नियमों और आदेषों के अनुसार सेवा का पर्यवसयन।
- 4. (1) कोई सरकारी सेवक जिसके आचरण के विरूद्ध कोई जांच अनुध्यात है या उसकी कार्यवाही चल रही है, नियुक्ति प्राधिकारी के विवेक पर जांच की समाप्ति के लम्बित रहने तक, निलम्बन के अधीन रखा जा सकेगा :

प्रतिबन्ध यह है कि निलम्बन तब तक नहीं करना चाहिए जब तक किसरकारी सेवक के विरूद्ध अभिकथन इतने गम्भीर न हों कि उनके स्थापित हो जाने की दषा में सामान्यतः दीर्घ शासित का समुचित आधार हो सकता होः

अग्रेतर प्रतिबन्ध यह है कि राज्यपाल द्वारा इस निमित्त जारी आदेष द्वारा सषक्त संबंधित विभागाध्यक्ष समूह 'क' और 'ख' पदों के सरकारी सेवक या सरकारी सेवकों के वर्ग को इस नियम के अधीन निलम्बित कर सकेगा :

परन्तु यह और भी कि समूह "ग" और "घ" पदों के किसी सरकारी सेवक या सरकारी सेवकों के वर्ग के मामले में नियुक्ति प्राधिकारी अपनी शक्ति इस नियम के अधीन अपने से निम्नतर प्राधिकारी को प्रत्यायोजित कर सकेगा। (2) कोई सरकारी सेवक, जिसके संबंध में या जिसके विरूद्ध किसी आपराधिक आरोप से संबंधित कोई अन्वेषण, जांच या विचारण, जो सरकारी सेवक के रूप में उसकी स्थिति से संबंधित है या जिससे उसके कर्तव्यों के निर्वहन करने में संकट उत्पन्न होने की संभावना हो या जिसमें नैतिक अधयमता अन्तग्रस्त है, लम्बित हो, नियुक्ति प्राधिकारी या ऐसे प्राधिकारी द्वारा, जिसे इस नियमावली के अधीन निलम्बित करने की शक्ति प्रत्यायोजित की गई हो उसके विवेक पर तब तक निलम्बित रखा जा सकेगा जब तक कि उस आरोप से संबंधित समस्त कार्यवाहियां समाप्त न हो जायें।

(3) (क) कोई सरकारी सेवक यदि वह अड़तालिस घण्टे से अधिक की अवधि के लिए अभिरक्षा में निरूद्ध किया गया हो चाहे निरोध आपराधिक आरोप पर या अन्यथा किया गया हो, निलम्बित करने के लिए, सक्षम प्राधिकारी के आदेष द्वारा निरोध के दिनांक से यथास्थिति निलम्बन के अधीन रखा गया या निरन्तर रखा गया समझा जायेगा।

(ख) उपर्युक्त सरकारी सेवक अभिरक्षा से निर्युक्त किये जाने के पष्चात् अपने निरोध के बारे में सक्षम प्राधिकारी को लिखित रूप से सूचित करेगा और समझे गये निलम्बन के विरूद्ध अभ्यावेदन भी कर सकेगा। सक्षम प्राधिकारी मामले के तथ्यों और परिस्थितियों के साथ–साथ इस नियम में दिये गये उपबन्धों के प्रकाष में अभ्यावेदन पर विचार करने के पष्चात् अभिरक्षा से निर्युक्त होने के दिनांक से समझे गये निलम्बन को जारी रखने या उसका प्रतिसंहरण या उपांतरण करने के लिए समुचित आदेष पारित करेगा।

(4) कोई सरकारी सेवाक उसके सिद्धदोष ठहरायें जाने के दिनांक से, यदि किसी अपराध के लिए सिद्धदोष ठहराये जाने के कारण उसे अड़तालिस घण्टे से अधिक के कारावास की सजा दी गई और उसे ऐसे सिद्धदोष के फलस्वरूप तत्काल पदच्युत नहीं किया गया है या हटाया नहीं गया है, तो इस नियमावली के अधीन निलम्बन के लिए सक्षम प्राधिकारी के किसी आदेष से, यथास्थिति, निलम्बन के अधीन रखा गया या निरन्तर रखा गया समझा जायेगा। स्पष्टीकरण – इस उपनियम में निर्दिष्ट अड़तालिस घण्टे की अवधि की गणना सिद्धदोष ठहराये जाने के पष्चात् और इस प्रयोजन के लिए कारावास की आन्तराधिक कालावधियों को, यदि कोई हो, ध्यान में रखा जायेगा।

(5) जहां किसी सरकारी सेवक पर आरोपित पदच्युति या सेवा से हटाये जाने की शास्ति को इस नियमावली या इस नियमावली द्वारा विखंडित नियमावली के अधीन अपील में या पुनर्विलोकन में अपास्त कर दिया जाय और मामले की अग्रेतर जांच या कार्यवाही के लिए किन्हीं अन्य निर्देषों के साथ प्रेषित कर दिया जाय वहां–

(क) यदि वह शास्ति दिये जाने के ठीक पूर्व निलम्बन के अधीन था, तो उसके निलम्बन के आदेष को, उपर्युक्त किन्हीं ऐसे निर्देषों के अध्यधीन रहते हुए, पदच्युति या हटाने के मूल आदेष के दिनांक को और से, निरन्तर प्रवृत्त हुआ समझा जायेगा;

(ख) यदि वह निलम्बन के अधीन नहीं था, तो यदि उसे अपील या पनुरीक्षण करने वाले प्राधिकारी द्वारा इस प्रकार निर्देषित किया जाये, पदच्युति या हटाने के मूल आदेष को और से नियुक्ति प्राधिकारी के आदेष से निलम्बन के अधीन रखा गया समझा जायेगाः

प्रतिबन्ध यह है कि इस उपनियम में किसी बात का यह अर्थ नहीं लगाया जायेगा कि वह ऐसे मामले में जहां किसी सरकारी सेवक पर पदच्युति या सेवा से हटाये जाने की अधिरोपित शास्ति को इस नियमावली के अधीन किसी अपील या पुनरीक्षण में उन अभिकथनों के जिन पर शास्ति अधिरोपित की गयी थी, गुणों से भिन्न आधार पर अपरित कर दिया गया हो, किन्तु मामले की अग्रेतर जांच या कार्यवाही के लिए या किन्हीं अन्य निर्देषों के साथ प्रेषित कर दिया गया हो, उन अभिकथनों पर उसके विरूद्ध अग्रेतर जांच लम्बित रहते हुए निलम्बन आदेष, इस प्रकार कि उसका भूतलक्षी प्रभाव नहीं होगा, पारित करने की अनुषासनिक प्राधिकारी की शक्ति को प्रभावित करता है।

जहां किसी सरकारी सेवक पर आरोपित पदच्युति या सेवा से हटाने की शास्ति को किसी विधि न्यायालय के विनिष्चय या परिणामस्वरूप अपास्त कर दिया जाय, या शून्य घोषित कर दिया जाय या शून्य कर दिया जाय और नियुक्ति प्राधिकारी मामले की परिस्थितियों पर विचार करने पर उसके विरूद्ध उन अभिकथनों जिन पर पदच्युति या हटाने की शास्ति मूलरूप में आरोपित की गई थी, अग्रेतर जांच करने का विनिष्चय करता हो चाहे वे अभिकथन अपने मूल में रहें या उन्हें स्पष्ट कर दिया जाय या उनके विवरणों को और अच्छी तरह विनिर्दिष्ट कर दिया जाय याा उनके किसी छोटे भाग का लोप कर दिया जाय, वहां—

(6)

- (क) यदि वह शास्ति दिये जाने के ठीक पूर्व निलम्बन के अधीन था, तो उसके निलम्बन के आदेष को नियुक्ति प्राधिकारी के किसी निर्देष के अध्याधीन रहतें हुए पदच्युति या हटाने के मूल आदेष के दिनांक की ओर से निरन्तर प्रवृत्त हुआ समझा जायेगा;
- (ख) यदि वह निलम्बन के अधीन नहीं था तो उसे यदि नियुक्ति प्राधिकारी द्वारा इस प्रकार निदेषित किया जाय पदच्युति या हटाने के मूल आदेष के दिनांक को और से सक्षम प्राधिकारी के किसी आदेष द्वारा निलम्बन के अधीन रखा गया समझा जायेगा।
- (7) जहां कोई सरकारी सेवक (चाहे किसी अनुषासनिक कार्यवाही के संबंध में या अन्यथा) निलम्बन कर दिया जाय या निलम्बित किया गया समझा जाय और कोई अन्य अनुषासनिक कार्यवाही उस निलम्बन के दौरान उसके विरूद्ध प्रारम्भ कर दी जाय, वहां निलम्बित करने के लिए सक्षम प्राधिकारी अभिलिखित किये जाने वाले कारणों से यह निदेष दे सकेगा कि सरकारी सेवक तब तक निलम्बित बना रहेगा जब तक ऐसी समस्त या कोई कार्यवाही समाप्त न कर दी जाय।
- (8) इस नियम के अधीन दिया गया या दिया गया समझा गया या प्रवृत्त बना हुआ कोई निलम्बन आदेष तब तक प्रवृत्त बना रहेगा जब तक किसी सक्षम प्राधिकारी द्वारा उसे उपान्तरित या प्रतिसंहत न कर दिया जाय।
- (9) इस नियम के अधीन निलम्बन के अधीन समझा गया कोई सरकारी सेवक फाइनेन्षियल हैण्डबुक खण्ड दो, भाग दो से चार के फान्डामेन्टल रूल–53 के उपबन्धों के अनुसार उपादान भत्ता पाने का हकदार होगा।
- 5. इस नियमावली के अधीन यथास्थिति विभागीय जांच या आपराधिक मामले के आधार पर आदेष पारित हो जाने के पष्चात् संबंधित सरकारी सेवक के वेतन और भत्तों के बारे में विनिष्चय और उक्त अवधि को ड्यूटी पर बिताया गया माना जायेगा अथवा नहीं पर विचार करते हुए उक्त सरकारी सेवक को नोटिस देकर फाइनेन्षियल हैण्डबुक, खण्ड दो, भाग दो से चार के नियम–54 के अधीन विनिर्दिष्ट अवधि के भीतर स्पष्टीकरण मांगने के पष्चात् अनुषासनिक प्राधिकारी द्वारा किया जायेगा।

किसी सरकारी सेवक का नियुक्ति प्राधिकारी उसका अनुषासनिक प्राधिकारी होगा जो इस नियमावली के उपबन्धों के अध्यधीन रहते हुए उस पर नियम–4 में विनिर्दिष्ट शास्तियों में कोई शास्ति आधिरोपित कर सकेगा।

6.

7.

प्रतिबन्ध यह है कि किसी व्यक्ति को किसी ऐसे प्राधिकारी द्वारा, जो उसके अधीनस्थ हो जिसके द्वारा उसकी वास्तविक रूप में नियुक्ति की गयी थी, पदच्युत या हटाया नहीं जायेगाः

अग्रेतर प्रतिबंध यह है कि उत्तरांचल श्रेणी—दो सेवा (लघु शास्तियों का आरोपण) नियमावली, 2002 के अधीन अधिसूचित विभागाध्यक्ष इस नियमावली के उपबन्धों के अधीन रहते हुए, इस नियमावली के नियम—3 में उल्लिखित लघु शास्तियाँ अधिरोपित करने के लिए सषक्त होगा :

प्रतिबंध यह भी है कि इस नियमावली के अधीन राज्य सरकार अधिसूचित आदेष द्वारा समूह "ग" और "घ" के पदों के किसी सरकारी सेवक के मामले में पदच्युति या सेवा से हटाये जाने के सिवाय किसी भी शास्ति को अधिरोपित करने की शक्ति को नियुक्ति प्राधिकारी के अधीनस्थ किसी प्राधिकारी को ऐसी शर्तो के अध्याधीन रहते हुए जैसी निहित की जायें, प्रत्यायोजित कर सकती है।

किसी सरकारी सेवक पर कोई दीर्घ शास्ति अधिरोपित करने के पूर्व निम्नलिखित रीति <sup>दीर्घ</sup> शास्तियाँ से जांच की जायेगी :—

अधिरोपित

- <sup>करने के</sup> (एक) अनुषासनिक प्राधिकारी स्वयं आरोपों की जांच कर सकता है या अपने अधीनस्थ <sub>लिए</sub> किसी प्राधिकारी को आरोपों की जांच करने के लिए जांच अधिकारी के रूप में प्रक्रिया नियुक्त कर सकता है।
- (दो) अवचार के ऐसे तथ्यों को जिन पर कार्यवाही का किया जाना प्रस्तावित हो, निष्चित आरोप या आरोपों के रूप में रूपान्तरित किया जायेगा जिसे आरोप–पत्र कहा जायेगा। आरोप–पत्र अनुषासनिक प्राधिकारी द्वारा अनुमोदित और हस्ताक्षरित किया जायेगा : प्रतिबंध यह है कि जहां नियुक्ति प्राधिकारी राज्यपाल हों वहां आरोप–पत्र संबंधित विभाग के यथास्थिति, प्रमुख सचिव या सचिव द्वारा अनुमोदित किया जा सकेगा।
- (तीन) विरचित आरोप इतने संक्षिप्त और स्पष्ट होंगे जिससे आरोपित सरकारी सेवक के विरूद्ध तथ्यों और परिस्थितियों के पर्याप्त उपदर्षन हो सकें। आरोप–पत्र में प्रस्तावित दस्तावेजी साक्ष्यों और उसे सिद्ध करने के लिए प्रस्तावित गवाहों के नाम–मौखिक साक्ष्यों के साथ यदि कोई हों. आरोप–पत्र में उल्लिखित किये जायेंगे।
- (चार) आरोपित सरकारी सेवक से यह अपेक्षा की जायेगी कि वह किसी विनिर्दिष्ट दिनांक को जो आरोप—पत्र के जारी होने के दिनांक से 15 दिन से कम नहीं होगा, व्यक्तिगत रूप से अपनी प्रतिरक्षा में एक लिखित कथन प्रस्तुत करे और यह कथन करे कि आरोप—पत्र में उल्लिखित किसी साक्षी का प्रतिपरीक्षा करना चाहता है और क्या वह अपनी प्रतिरक्षा में साक्ष्य देना या प्रस्तुत करना चाहता है। उसको यह भी सूचित किया जायेगा कि विनिर्दिष्ट दिनांक को उसके उपस्थित न होने या लिखित कथन दाखिल न करने की दषा में यह उपधारणा की जायेगी कि उसके पास प्रस्तुत करने के लिए कुछ नहीं है और जांच अधिकारी एक पक्षीय जांच पूरी करने की कार्यवाही करेगा।
- (पांच) आरोप—पत्र, उसमें उल्लिखित दस्तावेजी साक्ष्यों की प्रति और साक्षियों की सूची और उनके कथन यदि कोई हो, के साथ आरोपित सरकारी सेवक को व्यक्तिगत रूप से या रजिस्ट्रीकृत डाक द्वारा कार्यालय अभिलेखों में उल्लिखित पते पर तामील की जायेगी, उपर्युक्त रीति से आरोप—पत्र तामील न कराये जा सकने की दषा में आरोप—पत्र को

व्यापक परिचालन वाले किसी दैनिक समाचार—पत्र में प्रकाषन द्वारा तामील कराया जाएगा :

प्रतिबंध यह है कि जहां दस्तावेजी साक्ष्य विषाल हो वहां इसकी प्रति आरोप—पत्र के साथ प्रस्तुत करने के बजाय, आरोपित सरकारी सेवक को उसे जांच अधिकारी से समक्ष निरीक्षण करने की अनुज्ञा दी जायेगी।

- (छः) जहां आरोपित सरकारी सेवक उपस्थित होता है और आरोपों को स्वीकार करता है, वहां जांच अधिकारी ऐसी अभिस्वीकृति के आधार पर अपनी रिपोर्ट अनुषासनिक प्राधिकारी को प्रस्तुत करेगा।
- (सात) जहां आरोपित सरकारी सेवक आरोपों को इन्कार करता है वहां जांच अधिकारी आरोप—पत्र में प्रस्तावित साक्षी को बुलाने की कार्यवाही करेगा और आरोपित सरकारी सेवक की उपस्थिति में जिसे ऐसे साक्षियों की प्रतिपरीक्षा का अवसर दिया जायेगा, उनके मौखिक साक्ष्य को अभिलिखित करेगा। उपर्युक्त साक्ष्यों को अभिलिखित करने के पष्चात् जांच अधिकारी उस मौखिक साक्ष्य को मांगेगा और उसे अभिलिखित करेगा जिसे आरोपित सरकारी सेवक ने अपनी प्रतिरक्षा में अपने लिखित कथन में प्रस्तुत करना चाहा था:
- (आठ) जांच अधिकारी उत्तर प्रदेष विभागीय जांच (साक्ष्यों को हाजिर होने और दस्तावेज पेष करने के लिए बाध्य करना) अधिनियम, 1976 (जो उत्तरांचल में उ0प्र0पुनर्गठन अधिनियम, 2000 की धारा 86 के प्राविधानों के अन्तर्गत प्रभावी है), के उपबन्धों के अनुसार अपने समक्ष किसी साक्षी को साक्ष्य देने के लिए बुला सकेगा या किसी व्यक्ति से दस्तावेज प्रस्तुत करने की अपेक्षा कर सकेगा।
- (नौ) जांच अधिकारी सत्य का पता लगाने या आरोपों से सुसंगत तथ्यों का उचित प्रमाण प्राप्त करने की दृष्टि से किसी भी समय किसी साक्षी से या आरोपित व्यक्ति से कोई भी प्रष्न, जो वह अपेक्षा कर सकेगा।
- (दस) जहां आरोपित सरकारी सेवक जांच में किसी नियत दिनांक पर या कार्यवाही के किसी भी स्तर पर उसे सूचना तामील किये जाने या दिनांक की जानकारी रखने के बावजूद उपस्थित नहीं होता है, तो जांच अधिकारी, एक पक्षीय जांच की कार्यवाही करेगा। ऐसे मामले में जांच अधिकारी, आरोपित सरकारी सेवक की अनुपस्थिति में आरोप–पत्र में उल्लिखित साक्षियों के कथन को अभिलिखित करेगा।
- (ग्यारह) अनुषासनिक प्राधिकारी, यदि वह ऐसा करना आवष्यक समझता हो, आदेष द्वारा उसकी ओर से आरोप के समर्थन में मामले को प्रस्तुत करने के लिए किसी सरकारी सेवा या विधिक व्यवसायी को जिसे प्रस्तुतकर्त्ता अधिकारी कहा जायेगा, नियुक्त कर सकता है।

(बारह) सरकारी सेवक अपनी ओर से मामले को प्रस्तुत करने के लिए किसी अन्य सरकारी सेवक की सहायता ले सकता है किन्तु इस प्रयोजन के लिए किसी विधिक व्यवसायी की सेवा तब तक नहीं ले सकता है जब तक कि अनुषासनिक प्राधिकारी द्वारा नियुक्त प्रस्तुतकर्ता अधिकारी कोई विधिक व्यवसायी न हो या अनुषासनिक प्राधिकारी ने मामले की परिस्थितियों को ध्यान में रखते हुए, ऐसी अनुज्ञा न दे दी हो :

प्रतिबंध यह है कि यह नियम निम्नलिखित मामलों में लागू नहीं होगा :--

- (एक) जहां किसी व्यक्ति पर कोई दीर्घ शास्ति ऐसे आचरण के आधार पर अधिरोपित की गयी हो जो किसी आपराधिक आरोप पर उसे सिद्धदोष ठहराये ;या
- (दो) जहां अनुषासनिक प्राधिकारी का ऐसे कारणों से जो उसके द्वारा लिखित रूप में अभिलिखित किये जायेंगे, यह समाधान हो जाता है कि इस नियमावली में उपबंधित रीति से जांच करना युक्तियुक्त रूप से व्यवहारिक नहीं है : या
- (तीन) जहां राज्यपाल का यह समाधान हो जाये कि राज्य की सुरक्षा के हित में इस नियमावली में उपबंधित रीति से जांच किया जाना समीचीन नहीं है।

584

8.

जांच पूरी हो जाने पर जांच अधिकारी जांच के समस्त अभिलेखों के साथ अपनी जांच <sup>जांच</sup> रिपोर्ट अनुषासनिक प्राधिकारी को प्रस्तुत करेगा। जांच रिपोर्ट में संक्षिप्त तथ्यों का <sub>प्रस्तुत</sub> <sub>किया</sub>

जांच

रिपोर्ट

पर्याप्त अभिलेख, साक्ष्य और प्रत्येक आरोप पर निष्कर्ष का विवरण और उसके कारण अन्तर्विष्ट होंगे। जांच अधिकारी शास्ति के बारे में कोई संस्तुति नहीं करेगा।

- 9. (1) अनुषासनिक प्राधिकारी सरकारी सेवक को सूचना देते हुए ऐसे कारणों से जो लिखित रूप में अभिलिखित किये जायेंगे, मामला पुनः जांच के लिए उसी या किसी अन्य जांच अधिकारी को प्रेषित कर सकेगा। तदुपरान्त जांच अधिकारी उस स्तर से जिससे अनुषासनिक प्राधिकारी द्वारा निर्देषित किया गया हो, नियम–7 के उपबंधों के अनुसार जांच की कार्यवाही करेगा।
  - (2) अनुषासनिक प्राधिकारी, यदि वह किसी आरोप के निष्कर्ष पर जांच अधिकारी से असहमत हो तो उस अभिलिखित किये जाने वाले कारणों से अपने निष्कर्ष को अभिलिखित करेगा।
  - (3) आरोप सिद्ध न होने की दषा में अनुषासनिक प्राधिकारी द्वारा आरोपित सरकारी सेवक को आरोपों से विमुक्त कर दिया जायेगा और तद्नुसार उसे सूचित कर दिया जायेगा।
  - (4) यदि समस्त या किन्हीं आरोपों के निष्कर्षो को ध्यान में रखते हुए अनुषासनिक अधिकारी की यह राय हो कि नियम–3 में विनिर्दिष्ट कोई शास्ति आरोपित सरकारी सेवक पर अधिरोपित होनी चाहिए, तो वह उपनियम (2) के अधीन जांच रिपोर्ट और उसके अभिलिखित निष्कर्षो की एक प्रति आरोपित सरकारी सेवक को देगा और उसका अभ्यावेदन, यदि वह ऐसा चाहता हो, एक युक्तियुक्त विनिर्दिष्ट समय के भीतर प्रस्तुत करने की अपेक्षा करेगा। अनुषासनिक प्राधिकारी जांच और आरोपित सरकारी सेवक के अभ्यावेदन से संबंधित समस्त सुसंगत अभिलेखों को ध्यान में रखते हुए, यदि कोई हो, और इस नियमावली के नियम–16 के उपबन्धों के अध्याधीन रहते हुए इस नियमावली के नियम–3 में उल्लिखित एक या अधिक शास्तियाँ अधिरोपित करते हुए एक युक्तिसंगत आदेष पारित करेगा और उसे आरोपित सरकारी सेवक को संसूचित करेगा।
- 10 .(1) जहां अनुषासनिक प्राधिकारी का समाधान हो जाय कि ऐसी प्रक्रिया को अंगीकार करने लघु के लिए समुचित और पर्याप्त कारण है, वहां वह उपनियम (2) के उपबन्धों के शास्तियाँ अध्याधीन रहते हुए, नियम–3 में उल्लिखित एक या अधिक लघु शास्तियाँ अधिरोपित करने के लिए
  - (2) सरकारी सेवक को उसके विरूद्ध अभ्यारोपणों का सार सूचित किया जायेगा और प्रक्रिया उससे एक युक्तियुक्त समय के भीतर अपना स्पष्टीकरण प्रस्तुत करने की अपेक्षा की जायेगी। अनुषासनिक प्राधिकारी उक्त स्पष्टीकरण, यदि कोई हो, और सुसंगत अभिलेखों पर विचार करने के पष्चात् ऐसा आदेष जैसा वह उचित समझता है, पारित करेगा और जहां कोई शास्ति अधिरोपित की जाय, वहां उसके कारण दिये जायेंगे। आदेष संबंधित सरकारी सेवक को संसूचित किया जायेगा।
- 11. (1) इस नियमावली के अधीन राज्यपाल द्वारा पारित आदेष के सिवाय सरकारी सेवक अपील अनुषासनिक प्राधिकारी द्वारा पारित किसी आदेष की अपील अगले उच्चतर प्राधिकारी को करने का हकदार होगा।
  - (2) अपील, अपील प्राधिकारी को संबोधित और प्रस्तुत की जायेगी। यदि कोई सरकारी अपील करेगा तो वह उसे अपने नाम से प्रस्तुत करेगा। अपील में ऐसे समस्त तात्विक और तर्क होंगे जिन पर अपीलार्थी भरोसा करता हो।
  - (3) अपील में किसी असंयमित भाषा का प्रयोग नहीं किया जायेगा। कोई अपील, जिसमें ऐसी का प्रयोग किया जाय, सरसरी तौर पर खारिज की जा सकेगी।
  - (4) अपील आपेक्षित आदेष की संसूचना के दिनांक से 90 दिने के भीतर प्रस्तुत की जाएं उक्त अवधि के पष्चात् की गई कोई अपील सरसरी तौर पर खारिज कर दी जायेगी।

- 12. अपील प्राधिकारी निम्नलिखित पर विचार करने के पष्चात् अपील में इस नियमावली नियम–13 के खण्ड (क) से (घ) में यथाउल्लिखित ऐसा आदेष पारित करेगा जैसा वह उक्त समझे :--
  - (क) क्या ऐसे तथ्य जिन आदेष आधारित था, स्थापित किये जा चुके हैः
  - (ख) क्या स्थापित किये गये तथ्य कार्यवाही करने के लिए पर्याप्त आधार प्रदान करते है;
  - (ग) क्या शास्ति अत्यधिक, पर्याप्त या अपर्याप्त है।
- 13. इस नियमावली में किसी बात के होते हुए भी, सरकार स्वप्रेरणा से या संबंधित सरकारी से उसके अभ्यावेदन पर किसी ऐसे मामले के अभिलेख को मंगा सकेगी जिसका विनिष्चय उसके अधीनस्थ किसी प्राधिकारी द्वारा इस नियामावली द्वारा प्रदत्त शक्ति का प्रयोग करके किया गया और
  - (क) ऐसे प्राधिकारी द्वारा पारित आदेष की पुष्टि कर सकेगी, उसका उपान्तर कर सकेगी या उलट सकेगी, या
  - (ख) निदेष दे सकेगी कि मामले में अंग्रेतर जांच की जाय, या
  - (ग) आदेष द्वारा अधिरोपित दण्ड को कम कर सकेगी या उसमें वृद्धि कर सकेगी, या
  - (ंघ) मामले में ऐसा अन्य आदेष दे सकेगी जैसा वह उचित समझे।
- 14. राज्यपाल, यदि उसके संज्ञान में यह बात लाई गई हो कि आक्षेप आदेष पारित करते समय ऐसी नई सामग्री या साक्ष्य को पेष न किया जा सका था या वह उपलब्ध नहीं था या विधि की ऐसी तात्विक त्रुटि हो गयी थी जिसका प्रभाव मामले की प्रकृति को परिवर्तित करता हो, तो किसी भी समय स्वप्रेरणा से या संबंधित सरकारी सेवक के अभ्यावेदन पर इस नियमावली अधीन अपने द्वारा पारित किसी आदेष का पुनर्विलोकन कर सकेंगे।
- 15. नियम–12, 13 और 14 के अधीन शास्ति अधिरोपित करने या उसमें वृद्धि करने का कोई आदेष तब तक नहीं किया जायेगा जब तक कि संबंधित सरकारी सेवक को प्रस्तावित यथास्थिति, अधिरोपित करने या वृद्धि करने के विरूद्ध कारण बताने का युक्तियुक्त आदेष न दिया गया हो।
- 16. इस नियमावली के अधीन राज्यपाल द्वारा किसी आदेष के पारित किये जाने के पूर्व समय–समय पर यथासंषोधित उत्तर प्रदेष लोक सेवा (कृत्यों का परिसीमन) विनियम, 1954 (जो उत्तरांचल उ0प्र0 पुनर्गठन अधिनियम, 2000 की धारा 86 के प्राविधानों के अन्तर्गत प्रभावी है) के सम्बन्ध में यथा अपेक्षित आयोग से भी परामर्ष किया जायेगा।
- 17. (1) उत्तर प्रदेष अधीनस्थ सेवाओं के लिए दण्ड एवं अपील नियमावली, 1932 में उल्लिखित शक्तियों का प्रत्यायोजन और सिविल सेवा (वर्गीकरण, नियंत्रण एवं अपील) नियमावली 1930 या उ0प्र0 अधीनस्थ सेवाओं के लिए दण्ड एवं अपील नियमावली, 1932 के अधीन जारी किया गया कोई ऐसा आदेष जिसमें किसी प्राधिकारी की नियम–3 में उल्लिखित किन्हीं शास्तियों को अधिरोपित करने की शक्ति या निलम्बन की शक्ति प्रत्यायोजित की गई हो, इस नियमावली के अधीन जारी किया गया समझा जायेगा और तब तक विधिमान्य रहेगा जब तक कि उसे रदद या विखंडित न कर दिया जाय।
  - (2) इस नियमावली के प्रवृत्त होने के दिनांक को खण्ड (1) में वर्णित नियमावलियों के अन्तर्गत अथवा उ0प्र0 सरकारी सेवक अनुषासन एवं अपील नियमावली 1999 के अन्तर्गत लम्बित कोई जांच, अपील, पुनरीक्षण या पुनर्विलोकन जारी रहेगा और इस नियमावली के उपबन्धों के अधीन निर्णीत किया जायेगा।

(3) इस नियमावली की कोई बात किसी व्यक्ति को किसी अपील, पुनरीक्षण या पुनर्विलोकन के ऐसे अधिकार के प्रवर्तन से वंचित नहीं करेगी जो उसे इस नियमावली के प्रारम्भ होने के पूर्व किसी पारित आदेष के संबंध में इस नियमावली के प्रवर्तन न होने पर प्राप्त होते और इस नियमावली के प्रारम्भ के पूर्व पारित किसी आदेष के संबंध में अपील पुनरीक्षण या पुनर्विलोकन को इस नियमावली के अधीन दाखिल की जायेगी और तद्नुसार निस्तारित की जायेगी मानो इस नियमावली के उपबन्ध सभी सारवान समय पर प्रवृत्त थे।

आज्ञा से,

आलोक कुमार जैन, सचिव।

### उत्तरांचल शासन

#### कार्मिक अनुभाग-2

#### अधिसूचना

#### प्रकीर्ण

### संख्या 1098 / कार्मिक–2 / 2003–55(35) / 2003 31 जलाई, 2003 ई0

उत्तरांचल (उत्तरांचल लोक सेवा आयोग के क्षेत्र के बाहर) समूह 'ग' के पदों पर सीधी भर्ती की प्रक्रिया नियमावली, 2003

- (1) यह नियमावली उत्तरांचल (उत्तरांचल लोक सेवा आयोग के क्षेत्र के बाहर) समूह ''ग'' के पदों पर सीधी भर्ती की प्रक्रिया नियमावली, 2003 कही जायेगी।
- (2) यह तुरन्त प्रवृत्त होगी।
- (3) यह संविधान के अनुच्छेद 309 के परन्तुक के अधीन राज्यपाल को नियम बनाने की शक्ति के अधीन सीधी भर्ती के समूह ''ग'' के पदों पर लागू होगी, सिवाय उन पदों और विभागों के –
  - (एक) जो उत्तरांचल लोक सेवा आयोग, उच्च न्यायालय, और उच्च न्यायालय के नियंत्रण और अधीक्षण के अधीन अधीनस्थ न्यायालयों और प्रादेषिक सषस्त्र पुलिस और अग्निषमन सेवाओं को सम्मिलित करते हुए पुलिस विभाग के क्षेत्रान्तर्गत हों :
  - (एक—क) जिनकी विहित न्यूनतम शैक्षिक अर्हता उत्तर प्रदेष, माध्यमिक षिक्षा परिषद् अथवा उत्तरांचल षिक्षा एवं परीक्षा परिषद् की इण्टरमीडिएट परीक्षा प्रमाण—पत्र या सरकार द्वारा उसके समकक्ष मान्यता प्राप्त किसी अर्हता से कम न हो।

(दो) जो सरकार द्वारा अधिसूचित आदेष द्वारा इस नियमावली के लागू होने से अपवर्जित हों।

यह नियमावली किसी अन्य नियमावली या आदेषों में दी गयी किसी प्रतिकूल बात के होते हुए भी प्रभावी होगी।

इस नियमावली में, जब तक कि विषय या संदर्भ में कोई प्रतिकूल बात न हो-

- (क) 'संविधान' का तात्पर्य भारत के संविधान से है ;
- . (ख) 'सरकार' का तात्पर्य उत्तरांचल राज्य की सरकार से है;
- (घ) ''राज्यपाल'' का तात्पर्य उत्तरांचल के राज्यपाल से है;
- (ङ) ''अन्य पिछड़े वर्गो' का तात्पर्य समय—समय पर यथा संषोधित उत्तर प्रदेष लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिए आरक्षण) अधिनियम, 1994 (यथा उत्तरांचल में लागू) की अनुसूची एक में विनिर्दिष्ट नागरिकों के अन्य पिछड़े वर्गो से है।

नियुक्ति प्राधिकारी, वर्ष के दौरान भरी जाने वाली रिक्तियों की संख्या और अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य श्रेणियों के अभ्यर्थियों के लिए आरक्षित की जाने वाली रिक्तियों की संख्या संगत सेवा नियमावली के अनुसार ही अवधारित करेगा। यदि चयन समिति का अध्यक्ष नियुक्ति प्राधिकारी से भिन्न कोई अधिकारी है तो नियुक्ति प्राधिकारी चयन समिति के अध्यक्ष को रिक्तियों की सूचना देगा।

- (1) सीधी भर्ती करने के लिए आवेदन—पत्र का प्रारूप, सरकार द्वारा, ऐसे न्यूनतम दो दैनिक समाचार—पत्रों में जिनका व्यापक परिचालन हो, प्रकाषित किया जायेगा।
- (2) नियुक्ति प्राधिकारी, निम्नलिखित रीति से सीधी भर्ती के लिए आवेदन—पत्र उपनियम (1) में प्रकाषित प्रारूप पर आमंत्रित करेगा और रिक्तियाँ अधिसूचित करेगा :--
  - (एक) ऐसे दैनिक समाचार–पत्रों में जिसका व्यापक परिचालन हो, विज्ञापन जारी करके ;
  - (दो) कार्यालय के सूचना पट्ट पर सूचना चिपका कर या रेडियो⁄दूरदर्षन और अन्य रोजगार–पत्र के माध्यम से विज्ञापन करके ; और
  - (तीन) रोजगार कार्यालय को रिक्तियां अधिसूचित करके।
- (3) उपनियम (2) के अधीन रिक्तियाँ अधिसूचित करते समय आवेदन—पत्र का प्रारूप पुनः प्रकाषित नहीं किया जायेगा।

चयन के लिए परीक्षा 100 अंको की होगी। अभ्यर्थियों की ज्येष्ठता सूची निम्नलिखित रीति से तैयार की जायेगी :--

(एक) वस्तुनिष्ठ प्रकार की एक लिखित परीक्षा होगी, जिसमें सामान्य हिन्दी, सामान्य ज्ञान, और सामान्य अध्ययन का एक प्रष्न–पत्र होगा। लिखित परीक्षा में प्राप्त अंको के प्रतिषत का 50 प्रतिषत प्रत्येक अभ्यर्थी को दिया जायेगा, सिवाय ऐसे अभ्यर्थियों के जिनका–चयन किसी ऐसे पद पद पर किया जाना हो, जिसके लिए टंकण या आषुलिपिक और टंकण अनिवार्य अर्हता के रूप में विहित हो। चयन किये जाने वाले अभ्यर्थियों की दषा में लिखित परीक्षा में प्राप्त अंकों के प्रतिषत का 25 प्रतिषत ऐसे अभ्यर्थियों को दिया जायेगा।

परन्तु ऐसे पद जिनके लिए कोई शारीरिक मानक, अनिवार्य अर्हता के रूप में या भर्ती के ढंग के रूप में विहित किये गये हों, तो लिखित परीक्षा के पूर्व अभ्यर्थियों से विहित शारीरिक परीक्षण कराने की अपेक्षा की जायेगी और केवल उन्हीं अभ्यर्थियों को चयन के लिए परीक्षा में सम्मिलित होने की अनुमति दी जायेगी जो पद के लिए विहित न्यूनतम मानकों को पूरा करते हों। (दो) अभ्यर्थियों का प्रष्न–पत्र एवं उत्तर–पत्र, (दो प्रतियों में) दिये जायेंगे। जब परीक्षा समाप्त होगी तो अभ्यर्थियों को अपने साथ उत्तर–पत्र की कार्बन प्रति ले जाने की अनुमति दी जायेगी।

| (4) |       | पद के लिए विहित न्यूनतम अर्हता परीक्षा में प्र  | ाप्तांकों के प्रतिषत का 20 प्रतिषत |
|-----|-------|---|------------------------------------|
|     |       | प्रत्येक अभ्यर्थी को दिया जायेगा।               |                                    |
|     |       | छटनीषुदा कर्मचारियों को निम्नलिखित रीति से 3    | भंक दिये जायेंगे, जो अधिकतम 15     |
|     |       | प्रतिषत होंगेः–                                 |                                    |
|     | (एक)  | सेवा में प्रथम पूर्ण वर्ष के लिए                | पाँच अंक                           |
|     | (दो)  | सेवा में दूसरे और प्रत्येक पूर्ण वर्ष के लिए    | प्रत्येक वर्ष के लिए पाँच अंक।     |
|     |       |   |                                    |
|     | किसी  | खिलाड़ी को निम्नलिखित रीति से अंक दिये जायेंगे, | जो अधिकतक 15 प्रतिषत होंगे:–       |
|     | (एक)  | यदि अभ्यर्थी अन्तर्राष्ट्रीय स्तर का खिलाड़ी हो | पाँच अंक                           |
|     | (दो)  | यदि अभ्यर्थी राष्ट्रीय स्तर का खिलाड़ी हो       | चार अंक                            |
|     | (तीन) | यदि अभ्यर्थी राज्य स्तर का खिलाड़ी हो           | तीन अंक                            |
|     | (चार) | यदि अभ्यर्थी विष्वविद्यालय / कालेज / स्कूल स्तर | दो अंक।                            |
|     |       | का खिलाड़ी हो                                   |                                    |

किसी ऐसे पद पर जिसके लिए टंकण या आषुलिपिक और टंकण अनिवार्य अर्हता के रूप में विहित हो, चयन किये जाने वाले अभ्यर्थियों की दषा में यथास्थिति टंकण या आषुलिपि और टंकण की परीक्षा होगी। उक्त परीक्षा में प्राप्तांकों के प्रतिषत का पच्चीस प्रतिषत केवल ऐसे अभ्यर्थियों को दिया जायेगा जिन्होंने यथास्थिति टंकण के लिए विहिन न्यूनतम गति प्राप्त कर ली हो। टंकण परीक्षा या आषुलिपि और टंकण परीक्षा के लिए बुलाये जाने वाले अभ्यर्थियों की संख्या रिक्तियों की संख्या की चार गुना होगी। इस प्रयोजन के लिए नियम–4 में निर्दिष्ट आरक्षण के उपबन्धों को ध्यान मे रखते हुए अभ्यर्थियों की श्रेष्ठता सूची उनके द्वारा खण्ड (क), (ख), (ग) और (घ) के अधीन प्राप्त अंकों के आधार पर पृथक रूप से तैयार की जायेगी।

- 5. (क) उपनियम (4) के खण्ड (क), (ख), (ग), (घ) और (ङ) के अधीन लिखित परीक्षा और अन्य मूल्यांकनों के परिणाम प्राप्त हो जाने, और सारणीबद्ध कर लिये जाने के पच्चात् चयन समिति, नियम 4 में निर्दिष्ट आरक्षण के उपबन्धों को ध्यान में रखते हुए साक्षात्कार करेगी। साक्षात्कार के लिए बुलाये जाने वाले अभ्यर्थियों की संख्या रिक्तियाँ की संख्या की चार गुना होगी। किसी पद पर जिसके लिए टंकण या आषुलिपि और टंकण अनिवार्य अर्हता के रूप में विहित हो, चयन किये जाने वाले अभ्यर्थियों की दषा में केवल ऐसे अभ्यर्थियों को, जो उपनियम (4) और खण्ड (ङ) के अधीन यथास्थिति टंकण परीक्षा या आषुलिपि और टंकण परीक्षा या आषुलिपि और टंकण परीक्षा या आषुलिपि और टंकण परीक्षा में सफल हो गया हो, साक्षात्कार के लिए बुलाया जायेगा।
  - (ख) साक्षात्कार चयन हेतु परीक्षा के लिए नियत कुल अंकों के दस प्रतिषत अंकों का होगा। साक्षात्कार में अध्यक्ष और सभी अन्य सदस्यों द्वारा पृथक–पृथक निम्नलिखित रीति से अंक दिये जायेंगे :--
    - (एक) विषय / सामान्य ज्ञान

व्यक्तित्व निर्धारण

(दो)

चार अंको तक तीन अंकों तक तीन अंको तक।

(तीन) अभिव्यक्ति की क्षमता तीन अंको तक। टिप्पणी – किसी अभ्यर्थी द्वारा साक्षात्कार में प्राप्त किये गये कुल अंक चयन समिति के अध्यक्ष और सभी सदस्यों द्वारा पृथक–पृथक रूप से दिये गये अंकों के औसत की गणना करके अवधारित किये जायेंगे। (ग) चयन समिति के अध्यक्ष और सदस्यों को किसी शी दषा में साक्षात्कार के समय उपनियम (4) खण्ड (ख), (ग), (घ) और (ङ) के अधीन अभ्यर्थियों द्वारा प्राप्त किये गये अंकों के सम्बन्ध में कोई सूचना नहीं दी जायेगी।

- (6) उपनियम (5) के अधीन साक्षात्कार में प्रत्येक अभ्यर्थी द्वारा प्राप्त किये गये अंकों को उपनियम (4) के अधीन प्राप्त किये गये अंकों में जोड़ दिया जायेगा। इस प्रंकार प्राप्त अंकों को कुल योग के आधार पर अन्तिम चयन सूची तैयार की जायेगी यदि दो या अधिक अभ्यर्थी कुल योग के बराबर–बराबर अंक प्राप्त करें तो लिखित परीक्षा में उच्चतर अंक प्राप्त करने वाले अभ्यर्थी को चयन सूची मे ऊपर रखा जायेगा। यदि लिखित परीक्षा मे भी दो या अधिक अभ्यर्थी ने बराबर–बराबर अंक प्राप्त किये हो तो आयु में ज्येष्ठ अभ्यर्थी को चयन सूची में ऊपर रखा जायेगा। सूची में नामों की संख्या रिक्तियों की संख्या से अधिक (किन्तु पच्चीस प्रतिषत से अनधिक) होगी।
- (7) सीधे भर्ती एक चयन समिति के माध्यम से की जायेगी, जिसमें निम्नलिखित होंगे :--
  - (एक) नियुक्ति प्राधिकारी

अध्यक्ष

- (दो) अध्यक्ष द्वारा नाम निर्दिष्ट अनुसूचित जातियों, अनुसूचित जनजातियों का कोई <sub>सदस्य</sub> अधिकारी, यदि अध्यक्ष अनुसूचित जातियों, अनुसूचित जनजातियों का न हो। यदि अध्यक्ष अनुसूचित जनजातियों या अनुसूचित जनजातियों का हो जो अध्यक्ष द्वारा अनुसूचित जातियों या अनुसूचित जातियों या अन्य पिछड़े वर्गो से भिन्न कोई अधिकारी नाम निर्दिष्ट किया जायेगा।
- (तीन) अध्यक्ष द्वारा नाम निर्दिष्ट अन्य पिछड़े वर्गो का कोई अधिकारी, यदि अध्यक्ष अन्य <sup>सदस्य</sup> पिछड़े वर्गो का न हो। यदि अध्यक्ष अन्य पिछड़ें वर्गो का हो तो अध्यक्ष द्वारा अन्य पिछड़े वर्गो या अनुसूचित जातियों या अनुसूचित जनजातियों से भिन्न कोई अधिकारी नाम निर्दिष्ट किया जायेगा।
- (चार) भर्ती किये जाने वाले पद की अपेक्षाओं के अनुसार सम्बन्धित क्षेत्र मे पर्याप्त ज्ञान रखने <sub>सदस्य</sub> वाले एक अधिकारी को अध्यक्ष द्वारा नाम निर्दिष्ट किया जायेगा।
- (पांच) सम्बन्धित जिले के जिला मजिस्ट्रेट द्वारा नाम निर्दिष्ट एक अधिकारी।
- टिप्पणी– (1) यदि किसी जिले में किसी विभाग में एक से अधिक नियुक्ति प्राधिकारी उस विभाग हेतु सम्पूर्ण जिले के लिए एक एकल चयन समिति गठित की जायेगी। ज्येष्ठतम नियुक्ति प्राधिकारी चयन समिति का अध्यक्ष होगा।
  - (2) यदि नियुक्ति प्राधिकारी विभागाध्यक्ष हो तो ऐसी दषा में चयन समिति के सदस्य उसके द्वारा नाम निर्दिष्ट किये जायेंगे। वह अपने स्थान पर किसी अधिकारी को, जो अन्य सदस्यों से ज्येष्ठ हो, चयन समिति के अध्यक्ष के नाम–निर्दिष्ट कर सकता है। ऐसा विभागाध्यक्ष केवल साक्षात्कार के लिए एक से अधिक चयन समिति गठित कर सकता है।
  - (3) यदि किसी नियुक्ति प्राधिकारी का क्षेत्राधिकार एक से अधिक जिले में है उस दषा में भर्ती की प्रक्रिया उस जिले में की जायेगी जिसमें प्राधिकारी का मुख्यालय स्थिति हो।
  - 7. चयन के लिए अभ्यर्थियों से चयन समिति को ऐसी फीस देने की अपेक्षा की जायेगी जो सरकार द्वारा समय–समय पर अवधारित की जाय। फीस की वापसी के लिए कोई दावा स्वीकार नहीं किया जायेगा।
  - 8. जब चयन प्रक्रिया पूरी हो जाय और चयन सूची नियुक्ति प्राधिकारी को अग्रसारित कर दी गयी तो लिखित परीक्षा के प्रष्नों का सही उत्तर और अभ्यर्थी द्वारा उसमें प्राप्त किये गये अंक की यथास्थिति नियम–5 के उपनियम (5) के अधीन प्राप्त अंकों का

कुल योग दैनिक समाचार–पत्र में प्रकाषित किया जायेगा और सम्बन्धित कार्यालय के सूचना पट्ट पर प्रदर्षित किया जायेगा।

9. अभ्यर्थियों की ऐसी फीस का, जो सरकार द्वारा समय–समय पर अवधारित की जाय, भुगतान पर नियम–5 के अनुसार चयन समिति द्वारा की गयी चयन प्रक्रिया से सम्बन्धित अभिलेखों में दिये गये अंकों का निरीक्षण करने की अनुमति दी जायेगी। यदि कोइ अभ्यर्थी ऐसी इच्छा व्यक्त करें तो उसे दस रूपये प्रति पृष्ठ की दर से फीस का भुगतान करने पर ऐसे अभिलेख की फोटों प्रतियाँ भी दी जायेगी।

आज्ञा से,

आलोक कुमार जैन सचिव।

संख्या – 1353 / xxxi(13)G/2011

प्रेषक,

सुभाष कुमार, मुख्य सचिव, उत्तराखण्ड शासन।

सेवा में,

1–समस्त प्रमुख सचिव / सचिव, 2–मण्डलायुक्त, उत्तराखण्ड शासन । गढवाल / कुमा

3–समस्त जिलाधिकारी / मुख्य विकास अधिकारी, उत्तराखण्ड ।

- गढवाल / कुमाऊँ मण्डल ।
- 4—समस्त विभागाध्यक्ष एवं कार्यालयाध्यक्ष उत्तराखण्ड।

समान्य प्रशासन विभाग देहरादून ः दिनांक 31 अक्टूबर, 2011 विषय :—उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 के क्रियान्वयन के सम्बन्ध में। महोदय, उपर्युक्त विषयक विधायी एवं संसदीय कार्य विभाग, उत्तराखण्ड शासन की संख्याः 307/XXXVI(3)/2011/55(1)/2011, दिनांक 04 अक्टूबर, 2011 द्वारा प्रख्यापित **''उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011''** से सम्बन्धित अधिसूचना की प्रति एतद्द्वारा संलग्न कर संप्रेषित करते हुए मुझे यह कहने का निदेश हुआ है कि उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 की धारा–3 के अधीन राज्य सरकार द्वारा निर्गत पत्र संख्याः 1337/XXXVI(3)/G/2011 दिनांक 28 अक्टूबर, 2011 (प्रति संलग्न) के अन्तर्गत चिन्हित **''सेवाओं''** को विभागीय **''पदाभिहित अधिकारी''** द्वारा नियम समय–सीमा के अन्तर्गत सेवा के रूप में प्रदान किया जाना बाध्यकारी है। अधिनियम की धारा–5 के अन्तर्गत पात्र व्यक्ति के आवेदन प्राप्त होने पर सम्बन्धित पदाभिहित अधिकारी द्वारा आवेदन का नियत समय सीमा के भीतर निस्तारण नहीं किये जाने पर अधिनियम का धारा–9 में दण्ड अथवा शासित का प्राविधान किया गया है।

 अतः उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 की महत्ता को दृष्टिगत रखते अधिनियम के प्रभावी कियान्वयन हेतू निम्न निर्देश निर्गत किये जाते है :--

- (1) उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 की धारा 11 के अन्तर्गत सम्बन्धित विभाग के सचिव यह सुनिश्चित करेंगे कि विभागीय अधिसूचित सेवाओं तथा समय–सीमा को विभाग की वेबसाईट पर अवश्य प्रदर्शित किया जाय।
- (2) उत्तराखण्ड राज्य के विभागाध्यक्षों के नियंत्रणाधीन समस्त कार्यालयों के नोटिस बोर्ड पर पदाभिहित अधिकारी का नाम, पदनाम आदि की स्पष्ट सूचना का संलग्न प्रारूप–1 के अनुसार प्रदर्शित किया जाय।
- (3) अधिनियम के प्रभावी क्रियान्वयन हेतु प्रत्येक सेवा प्रदाता पदाभिहित अधिकारी द्वारा सेवा प्रदान किये जाने हेतु आवेदन के साथ आवश्यक दस्तावेजों की जानकारी कार्यालय के सूचना पटों पर अवश्य प्रदर्शित की जाय।
- (4) अधिनियम की सफलता हेतु यह आवश्यक है कि सेवा हेतु आवेदन की प्राप्ति के समय सावधानी पूर्वक यह देख लिया जाय कि आवेदन यथा आवश्यक दस्तावेजों (चैक लिस्ट) के अनुरूप पूर्ण हों। सेवा हेतु प्राप्त होने वाले आवेदन की प्राप्ति संलग्न प्रारूप–2 के अनुरूप दर्ज किया जाना सुनिश्चित किया जाय। प्राप्ति प्रारूप की एक प्रति आवेदक को दी जाये।
- (5) अधिनियम के तहत अधिसूचित विभिन्न सेवाओं से सम्बंधित आवेदन पत्रों एवं उन पर कृत कार्यवाही के विवरण का रख–रखाव महत्वपूर्ण है। पदाभिहित अधिकारी प्रथम

अपीलीय प्राधिकारी एवं द्वितीय अपीलीय प्राधिकारी के स्तर पर संलग्न प्रारूप–3,4 एवं 5 में दी गयी व्यवस्थानुसार पंजिकायें तैयार की जायेंगी तथा नियमित रूप से इनमें सचूनायें अद्यावधिक की जायेगी।

3. यह भी आवश्यक है कि मण्डलायुक्त / जिलाधिकारी द्वारा मण्डलों / जनपदों में इस अधिनियम के अन्तर्गत प्राप्त आवेदनों एवं उनके समयान्तर्गत निस्तारण की समीक्षा अपने मासिक विभागीय समीक्षा बैठक में अवश्य कर ली जाय, इसकी सूचना शासन को भी उपलब्ध कराया जाय।

कृपया उक्त आदेशों का कड़ाई से अनुपालन सुनिश्चित करने का कष्ट करें।

#### संलग्नक :- निम्नवत् (छः संलग्नक)।

- 1- सेवा का अधिकार अधिनियम, 2011
- 2– चिन्हित सेवाएं, पदाभिहित अधिकारी, समय–सीमा, प्रथम एवं द्वितीय अपीलीय प्राधिकारी
- 3- सूचना पट का प्रारूप-1
- 4— आवेदन पत्र की प्राप्ति का प्रारूप–2
- 5— पदाभिहित अधिकारी के कार्यालय में रखी जाने वाली पंजिका का प्रारूप–3
- 6- प्रथम अपीलीय प्राधिकारी के कार्यालय में रखी जाने वाली पंजिका का प्रारूप-4
- 7- द्वितीय अपीलीय प्राधिकारी के कार्यालय में रखी जाने वाली पंजिका का प्रारूप-5

भवदीय ह0 (सुभाष कुमार) मुख्य सचिव।

#### संख्या – / xxxi(13)G/2011 तद्दिनांक।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1. निदेशक, सूचना एवं जन सम्पर्क विभाग, उत्तराखण्ड देहरादून।
- निदेशक, राष्ट्रीय सूचना केन्द्र उत्तराखण्ड सचिवालय परिसर, देहरादून को इस अनुरोध के साथ प्रेषित कि कृपया उपरोक्ता को वेबसाईट पर अपलोड करने का कष्ट करें।
- 3. गार्ड फाईल।

आज्ञा से ह0 (मनीषा पवांर)

## 2. प्रथम अपील प्रस्तुत करने के लिए समय-सीमा -

आवेनद प्राप्त करने के लिए अधिकृत व्यक्ति का नाम –

1. पदाभिहित अधिकारी के कार्यालय में

पदाभिहित अधिकारी का नाम, पदनाम एवं कार्यालय....

सेवाए

प्रदान करने

विभिन्न

सेवाओं के

अधिसूचित

सेवा

क्रं0

सं0

- 3. प्रथम अपील के निस्तारण के लिए निश्चित की गयी समय-सीमा -
- 4. द्वितीय अपील प्रस्तुत करने के लिए समय–सीमा –
- 5. द्वितीय अपील के निस्तारण के लिए निश्चित की गयी समय-सीमा-कृपया अपने निवेदन की प्राप्ति अवश्य प्राप्त करें।

लिए के लिए निस्तारण के लिए आवेदन के निश्चित की के लिए का का पद निश्चित की निश्चित की साथ गई पदनाम नाम एवं गई संलग्न समय–सीमा एवं पता गई पता किये जाने समय–सीमा समय–सीमा वाले दस्तावेज 1 2 3 4 5 6 7 8

### सूचना पट का प्रारूप

प्रथम

अपीलीय

प्राधिकारी

# দ্বক্তদ—1

.....

प्रथम

अपील के

द्वितीय

अपीलीय

प्राधिकारी

द्वितीय

अपील के

निस्तारण

सचिव ।

#### आज्ञा से, कार्यालयाध्यक्ष

#### प्ररूप–2

### उत्तराखण्ड सेवा का अधिकार अधिनियम, 2011 के अन्तर्गत आवेदन पत्र की प्राप्ति का प्रारूप

पदाभिहित अधिकारी के कार्यालय का नाम एवं पता–

1.आवेदन का नाम एवं पता.....

2.पदाभिहित अधिकारी के कार्यालय में

आवेदन प्राप्ति का दिनांक.....

- 3. सेवा का नाम जिसके लिये आवेदन दिया गया है.....
- उनदस्तावेजों का विवरण जो सेवा प्राप्त करने के लिए आवश्यक है किन्तु आवेदन के साथ संलग्न नहीं किये गये है

5. निश्चित की गई समय–सीमा की अन्तिम तिथि.....

स्थान .....दिनांक .....

प्राप्तकर्ता के हस्ताक्षर

पदनाम (मुहर सहित)

नोट— आवेदन के साथ समस्त दस्तावेज प्राप्त न होने की स्थिति में उपरोक्त बिन्दु—5 में उल्लिखित अन्तिम तिथि अंकित नहीं की जायेगी।

#### দ্বক্তদ—3

### 

| אופ פא אופיין א |          |             |           |            |           |               |  |  |  |
|--|----------|-------------|-----------|------------|-----------|---------------|--|--|--|
| क्रं0  | आवेदक का | सेवा जिसके  | आवेदन     | निश्चित की | आवेदन     | पारित आदेश    |  |  |  |
| सं0  | नाम एवं  | लिये आवेदन  | का दिनांक | गई         | स्वीकृत / | का दिनांक एवं |  |  |  |
|  | पता      | दिया गया है |           | समय–सीमा   | निरस्त    | विवरण         |  |  |  |
|  |          |             |           | की अन्तिम  |           |               |  |  |  |
|  |          |             |           | तारीख      |           |               |  |  |  |
| 1  | 2        | 3           | 4         | 5          | 6         | 7             |  |  |  |
|  |          |             |           |            |           |               |  |  |  |

দ্বক্তদ—4

प्रथम अपीलीय प्राधिकारी के कार्यालय में रखी जाने वाली पंजिका का प्रारूप प्रथम अपीलीय प्राधिकारी के कार्यालय का नाम......

| माह वष वष |            |               |                        |             |            |  |  |  |  |
|-----------|------------|---------------|------------------------|-------------|------------|--|--|--|--|
| क्रं0     | अपीलार्थी  | प्रथम अपील    | उस पदाभिहित अधिकारी    | अपील के     | अपील में   |  |  |  |  |
| सं0       | का नाम एवं | प्रस्तुत करने | का पदनाम (कार्यालय के  | निस्तारण के | पारित      |  |  |  |  |
|           | पता        | का दिनांक     | नामसहित) जिसके         | लिए निश्चित | आदेश का    |  |  |  |  |
|           |            |               | विनिश्चय के विरूद्व    | की गई       | दिनांक एवं |  |  |  |  |
|           |            |               | अपील प्रस्तुत की गई है | समय–सीमा    | संक्षिप्त  |  |  |  |  |
|           |            |               |                        | की अन्तिम   | विवरण      |  |  |  |  |
|           |            |               |                        | तारीख       |            |  |  |  |  |

| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|
|   |   |   |   |   |   |

#### দ্বক্তদ—5

### 

| ๚เธ | qq |
|-----|----|
|-----|----|

| क्रं0 | अपीलार्थी | द्वितीय  | उस प्रथम        | द्वितीय अपील  | शास्ति | प्रतिकर | विभागीय    | पुनरीक्षण   |
|-------|-----------|----------|-----------------|---------------|--------|---------|------------|-------------|
| सं0   | का नाम    | अपील     | अपीलीय          | के निस्तारण   | की     | की राशि | जॉच की     | ओदश का      |
|       | एवं पता   | प्रस्तुत | अधिकारी का      | का विवरण      | वसूली  | के      | अनुशंसा के | विवरण       |
|       |           | करने का  | पदनाम           | (क) अपील      | का     | भुगतान  | संबंध में  | यदि प्राप्त |
|       |           | दिनांक   | (कार्यालय के    | निरस्त        | दिनांक | का      | अनुवर्ती   | हो तो       |
|       |           |          | नाम सहित)       | (ख) शास्ति का |        | दिनांक  | कार्यवाही  |             |
|       |           |          | जिसके           | आदेश          |        |         |            |             |
|       |           |          | विनिश्चय के     | (ग) विभागीय   |        |         |            |             |
|       |           |          | विरूद्व द्वितीय | जांच अनुशंसा  |        |         |            |             |
|       |           |          | अपील प्रस्तुत   | (घ) प्रतिकर   |        |         |            |             |
|       |           |          | की गई हैं       | का भुगतान     |        |         |            |             |
| 1     | 2         | 3        | 4               | 5             | 6      | 7       | 8          | 9           |
|       |           |          |                 |               |        |         |            |             |

#### dk **L**; % 2678078 2672404

Q**SI** %013582672337 b**Beg**t%

upsvnn@gmail.com

## nR;jl[kMistylakku fodk], oafuel/kfuxe i/lu dkK; %11 elguhjl/j ngjkux82/9001

पत्रांक 584 / बोर्ड बैठक

दिनांक 17 / 10 / 2011

### @@dk IIk Kli@@

उत्तराखण्ड (उ०प्र० जल सम्भरण एवं सीवरेज व्यवस्था अधिनियम–1975) अनुकूलन एवं उपान्तरण आदेश–2002 की धारा–97 में निहित प्राविधानानुसार एवं उत्तराखण्ड पेयजल निगम, निदेशक मण्डल की नवम् बोर्ड बैठक के प्रस्ताव सं० 9.6.2 पर लिय गये निर्णयानुसार उत्तराखण्ड शासन के पत्र सं० 407 / उन्तीस(1) / 2011–(23–अधि०) / 11, दिनांक 14.10.2011 द्वारा प्रदत्त स्वीकृति के कम में उत्तराखण्ड पेयजल निगम के कार्मिको पर लागू होने वाली **उत्तराखण्ड**  पेयजल निगम कार्मिक (प्रतिकूल वार्षिक गोपनीय रिपोर्टो के विरूद्व प्रत्यावेदन और सहबद्व मामलों का निपटारा) विनियमावली–2011 एतद द्वारा संलग्नक के अनुसार प्रख्यापित की जाती है।



### ill 9, oafnuld rn6A

प्रतिलिपि संलग्नक सहित निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेतु प्रेषित-

- 1. निजि सचिव, अध्यक्ष, उत्तराखण्ड पेयजल निगम, देहरादून।
- 2. निजि सचिव, प्रबन्ध निदेषक / वित्त निदेषक, उत्तराखण्ड पेयजल निगम, देहरादून।
- 3. मुख्य अभियन्ता (गढ़0 / कुमाय / मु0), उत्तराखण्ड पेयजल निगम, पौडी / नैनीताल / देहरादून।
- 4. मुख्य महाप्रबन्धक, निर्माण विंग, उत्तरखण्ड पेयजल निगम, देहरादून।
- 5. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तराखण्ड पेयजल निगम।
- 6. समस्त अधिषासी अभियन्ता / परियोजना प्रबन्धक, उत्तराखण्ड पेयजल निगम।
- 7. गार्ड फाईल।

### 1 yXnd % mijkh kuljkA

### g0 eglizVld ½2lliu½

उत्तराखण्ड (उ०प्र० जल सम्भरण एवं सीवरेज व्यवस्था अधिनियम–1975) अनुकूलन एवं उपान्तरण आदेश–2002 की धारा–97 में निहित प्राविधानानुसार एवं उत्तराखण्ड पेयजल निगम, निदेशक मण्डल के निर्णयानुसार उत्तराखण्ड पेयजल निगम के कार्मिको पर लागू होने वाली उत्तराखण्ड पेयजल निगम कार्मिक (प्रतिकूल वार्षिक गोपनीय रिपोर्टो के विरुद्व प्रत्यावेदन और सहबद्व मामलों का निपटारा) विनियमावली–2011 बनायी जाती है :–

### उत्तराखण्ड पेयजल निगम कार्मिक (प्रतिकूल वार्षिक गोपनीय रिपोर्टो के विरूद्व प्रत्यावेदन और सहबद्व मामलों का निपटारा) विनियमावली–2011

#### 1. संक्षिप्त नाम, प्रारम्भ और लागू होना –

- (1) यह नियमावली उत्तराखण्ड पेयजल निगम कार्मिक (प्रतिकूल वार्षिक गोपनीय रिपोर्टो के विरूद्व प्रत्यावेदन और सहबद्व मामलों का निपटारा) विनियमावली–2011 कही जायेगी।
- (2) यह तत्काल प्रभाव से प्रवृत्त होगी।
- (3) यह उत्तराखण्ड पेयजल निगम के समस्त कार्मिको पर लागू होगी।

#### 2. अध्यारोही प्रभाव –

यह विनियमावली, किन्ही अन्य विनियमों या आदेशों में दी गयी किसी प्रतिकूल बात के होते हुए भी प्रभावी होगी।

#### 3. परिभाषायें -

जब तक विषय या संदर्भ में कोई प्रतिकूल बात न हो, पद-

- (क) ''समुचित प्राधिकारी'' का तात्पर्य उस व्यक्ति से है, जो निगम द्वारा यथास्थिति प्रतिवेदक प्राधिकारी, समीक्षक प्राधिकारी या स्वीकर्ता प्राधिकारी के रूप में कार्य करने के लिए सशक्त हो,
- (ख) ''निगम'' का तात्पर्य उत्तराखण्ड पेयजल निगम से है,
- (ग) ''निगम कार्मिक'' का तात्पर्य उत्तराखण्ड निगम के कार्यकलापों के सम्बन्ध में लोक सेवा और पद पर नियुक्त व्यक्ति से है,
- (घ) ''रिपोर्ट'' का तात्पर्य किसी निगम कार्मिक के कार्य, आचरण और सत्यनिष्ठा के सम्बन्ध में किसी समुचित प्राधिकारी, जिसने उस कार्मिक का काम निरन्तर तीन मास से अन्यून अवधि तक देखा हो, द्वारा प्रत्येक वर्ष के लिए अभिलिखित वार्षिक गोपनीय रिपोर्ट से है,
- (ड) ''वर्ष' का तात्पर्य किसी कैलेण्डर वर्ष की पहली अप्रैल से प्रारम्भ होने वाली बारह मास की अवधि से है।

### .4 प्रतिकूल रिपोर्ट की संसूचना और प्रत्यावेदन के निपटाने के लिए प्रक्रिया–

- (1) प्रतिकूल प्रविष्टि संसूचित किये जाने के लिए सभी प्रविष्टियों के पूर्णरूप से अंकित हो जाने के बाद प्रतिकूल प्रविष्टि रिपोर्ट को अभिलिखित किये जाने के दिनांक से 90 दिन की अवधि के भीतर सम्पूर्ण प्रविष्टि सम्बन्धित अधिकारी / कर्मचारी को लिखित रूप में सक्षम प्राधिकारी द्वारा संसुचित कर दी जाये और चरित्र पंजिका में इस बात का प्रमाण–पत्र दे दिया जाये कि प्रतिकूल प्रविष्टि सम्बन्धित अधिकारी को किस तिथि को संसूचित की गयी तथा कब उसकी प्राप्ति स्वीकार हुई। प्रतिकूल प्रविष्टि को संसूचित न किये जाने का तथ्य गम्भीर दोष के रूप में लिया जाये और उत्तरदायी कर्मचारी/अधिकारी के विरूद्व अवश्य ही समुचित कार्यवाही की जायें।
- (2) निगम कर्मचारी, उपविनियम (1) के अधीन प्रतिकूल रिपोर्ट की संसूचना के दिनांक से 45 दिन की अवधि के भीतर, इस प्रकार संसूचित प्रतिकूल रिपोर्ट के विरूद्व प्रत्यावेदन लिखित में सीधे और उचित माध्यम से स्वीकर्ता प्राधिकारी से एक पंक्ति

ऊपर के प्राधिकारी को, जिस आगे सक्षम प्राधिकारी कहा गया है, और यदि कोई सक्षम प्राधिकारी न हो तो स्वीकर्ता प्राधिकारी को ही कर सकता है,

परन्तु यदि यथास्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी का यह समाधान हो जाये कि सरकारी सेवक के पास उक्त अवधि के भीतर प्रत्यावेदन प्रस्तुत न कर सकने के पर्याप्त कारण हैं तो वह ऐसे प्रत्यावेदन की प्रस्तुति के लिए 45 दिन की अग्रेत्तर अवधि की अनुमति दे सकता है।

(3) यथा स्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी उपविनियम (2) के अधीन प्रत्यावेदन की प्राप्ति के दिनॉक से एक सप्ताह से अनधिक अवधि के भीतर प्रत्यावेदन को समुचित प्राधिकारी को जिसने प्रतिकूल रिपोर्ट अभिलिखित की है, उसकी टीका—टिप्पणी के लिए भेजेगा जो प्रत्यावेदन की प्राप्ति के दिनॉक से 45 दिन से अनधिक अवधि के भीतर अपनी टीका—टिप्पणी, यथास्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी को भेजेगा, प्रतिबन्ध यह है कि ऐसी टीका—टिप्पणी अपेक्षित नही होगी, यदि समुचित

प्राधिकारी अपनी टीका–टिप्पणी भेजने से पहले सेवा में न रह गया हो या सेवानिवृत्त हो गया हो या निलम्बनाधीन हो।

- (4) यथास्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी उपविनियम (3) में विनिर्दिष्ट 45 दिन की समाप्ति के दिनॉक से 120 दिन की अवधि के भीतर समुचित प्राधिकारी की टीका–टिप्पणी के साथ प्रत्यावेदन पर विचार करेगा और यदि कोई टीका–टिप्पणी प्राप्त न हुई हो तो टीका–टिप्पणी की प्रतीक्षा किये बिना–
  - (क) प्रत्यावेदन को निरस्त करते हुए, या
  - (ख) प्रतिकूल रिपोर्ट को पूर्णतः या अंशतः जैसा वह उचित समझे, निकालते हुए सकारण आदेश पारित करेगा।
- (5) जहाँ सक्षम प्राधिकारी, उपविनियम (4) में विनिर्दिष्ट अवधि के भीतर किसी प्रशासनिक कारण से प्रत्यावेदन का निपटारा करने में असमर्थ हो तो वह इस सम्बन्ध में अपने उच्चतर प्राधिकारी को रिपोर्ट करेगा जो विनिर्दिष्ट अवधि के भीतर प्रत्यावेदन के निपटारे को सुनिश्चित करने के लिए ऐसे ओदश पारित करेगा जैसा वह उचित समझे।
- (6) उपविनियम (4) के अधीन पारित आदेश सम्बन्धित कार्मिक को लिखित रूप से संसूचित किया जायेगा।

- (7) जहाँ उपविनियम (4) के अधीन प्रतिकूल रिपोर्ट निकालने का आदेश पारित किया जाये, वहाँ यथास्थिति, संखम प्राधिकारी या स्वीकर्ता प्राधिकारी इस प्रकार निकाली गयी रिपोर्ट को विलुप्त कर देगा।
- (8) उपविनियम (4) के अधीन पारित आदेश अन्तिम होगा।
- (9) जहॉ
  - (एक) किसी प्रतिकूल रिपोर्ट की संसूचना,
  - (दो) किसी प्रतिकूल रिपोर्ट के विरूद्व प्रत्यावेदन,
  - (तीन) समूचित प्राधिकारी को उसकी टीका–टिप्पणी के लिए प्रत्यावेदन के भेजे जाने,
  - (चार) समुचित प्राधिकारी की टीका–टिप्पणी; या

(पॉच) किसी प्रतिकूल रिपोर्ट के विरुद्व प्रत्यावेदन के निपटारे का कोई मामला इस विनियमावली के प्रारम्भ के दिनांक को लम्बित हो, वहाँ ऐसे मामलों पर इस नियम के अधीन उनके लिए विहित अवधि के भीतर विचार किया जायेगा और उसका निपटारा किया जायेगा।

स्पष्टीकरण – इस उपविनियम में विनिर्दिष्ट किसी मामले के लिए इस विनियम के अधीन विहित अवधि की संगणना करने में इस विनियमावली के प्रारम्भ के दिनॉक को व्यतीत हो चुकी अवधि की गणना नहीं की जायेगी।

#### 5. **रजिस्टर का रख-रखाव** -

यथास्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी या इस सम्बन्ध में उसके द्वारा नाम निर्दिष्ट कोई अन्य प्राधिकारी ऐसे प्रारूप में, जैसा समय–समय पर निगम द्वारा विनिर्दिष्ट किया जाये, एक रजिस्टर रखेगा और उसमें समुचित प्रविष्टियाँ करेगा।

- 6. शास्ति
  - (1) जहाँ सम्बन्धित निगम कार्मिक को किसी प्रतिकूल रिपोर्ट को संसूचित करने के लिए विधिक रूप से बाध्य कोई अधिकारी या इस विनियमावली के अधीन किसी प्रतिकूल रिपोर्ट के विरूद्व किसी प्रत्यावेदन को निपटाने में विधिक रूप से सक्षम कोई अधिकारी, उसके लिए विहित अवधि के भीतर ऐसा करने में जानबूझकर विफल रहता है, वहाँ वह कदाचार का दोषी होगा और उस पर लागू दण्ड नियम/विनियमों के अनुसार दण्डनीय होगा।

- (2) किसी कार्यालय का कोई प्रभारी अधिकारी या पदधारी प्रत्यावेदन को, उस पर समुचित प्राधिकारी की टीका—टिप्पणी और अन्य सुसंगत अभिलेखों को, यदि कोई हों, उनकी प्राप्ति के तुरन्त पश्चात, यथास्थिति, सक्षम प्राधिकारी या स्वीकर्ता प्राधिकारी के समक्ष रखेगा। इस निमित्त, उसकी तरफ से जानबूझकर किया गया कोई व्यतिक्रम कदाचार होगा और वह उस पर लागू दण्ड नियमों/विनियमों के अनुसार दण्डनीय होगा।
- 7. व्यावृत्ति—

विनियम 4 के उपविनियम (9) में विनिर्दिष्ट किसी मामले के सम्बन्ध में इस विनियमावली के प्रारम्भ के पूर्व की गयी कोई कार्यवाही या किया गया कोई कृत्य इस विनियमावली के तत्समान उपबन्धों के अधीन की गयी कार्यवाही या किया गया कृत्य समझा जायेगा।

> आज्ञा से, ह0 प्रबन्ध निदेशक उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम।

> > Q**SI** %013582672337 b**Reg**r%

dk k; % 2578078 2572404 upsvnn@gmail.com

> nRjl[kMistylakku fodli, oafuelZkfuxe izku dkl7; %11 elguhjlM ngjkm&249001

पत्रांक 455 / बोर्ड बैठक

दिनांक 25/03/2011

### @@dk IIk Kli@@

एतद् द्वारा उत्तराखण्ड (उ०प्र० जल सम्भरण एवं सीवरेज व्यवस्था अधिनियम–1975) अनुकूलन एवं उपान्तरण आदेश–2002 की धारा–97 की उपधारा–1 एवं 2 में निहित प्राविधानानुसार शाक्तियों का प्रयोग करके एवं उत्तराखण्ड पेयजल निगम, निदेशक मण्डल की दिनांक 11.01.2011 को सम्पन्न बैठक के प्रस्ताव सं० 9.6.1 पर लिये गये निर्णयानुसार उत्तराखण्ड पेयजल निगम कार्मिकों के पदोन्नति द्वारा किये गये जाने वाले चयनों में अपनायी जाने वाली प्रक्रिया हेतु विनियमावली प्रख्यापित की जाती है।

#### ill 9, cafnuld rn6A

प्रतिलिपि संलग्नक सहित निम्नलिखित को सूचनार्थ एवं आवष्यक कार्यवाही हेत् प्रेषित:-

- निजि सचिव, अध्यक्ष / प्रबन्ध निदेष / वित्त निदेषक, प्रधान कार्यालय उत्तराखण्ड पेयजल निगम, देहरादून।
- मुख्य अभियन्ता (मु0 / गढ़0 / कुमायूँ), उत्तराखण्ड पेयजल निगम, देहरदून / पौडी / नैनीताल
- 3. मुख्य महाप्रबन्धक, निर्माण विंग, उत्तरखण्ड पेयजल निगम, देहरादून।
- 4. समस्त अधीक्षण अभियन्ता / महाप्रबन्धक, उत्तराखण्ड पेयजल निगम।
- 5. समस्त अधिषासी अभियन्ता / परियोजना प्रबन्धक, उत्तराखण्ड पेयजल निगम।
- 6. प्रधान कार्यालय के समस्त अनुभाग।
- 7. गार्ड फाईल।

### 1 y Xid % mijlih kuljijA

g0 eglizVld <sup>1</sup>iżli u½

'**M**tu fl**g**½ izVkfinški

उत्तराखण्ड (उ०प्र० जल सम्भरण एवं सीवरेज व्यवस्था अधिनियम—1975) अनुकूलन एवं उपान्तरण आदेश—2002 की धारा—97 की उपधारा—1 एवं 2 में निहित प्राविधानानुसार शाक्तियों का प्रयोग करके एवं उत्तराखण्ड पेयजल निगम, निदेशक मण्डल की दिनांक 11.01.2011 को सम्पन्न बैठक के प्रस्ताव सं० 9.6.1 पर लिये गये निर्णयानुसार उत्तराखण्ड पेयजल निगम कार्मिकों के पदोन्नति द्वारा किये गये जाने वाले चयनों में अपनायी जाने वाली प्रक्रिया हेतु निम्नलिखित विनियमावली बनायी जाती है :—

## <u>उत्तराखण्ड पेयजल निगम में ''अनुपयुक्त को अस्वीकार करते हुए ज्येष्ठता''</u> एवं ''श्रेंष्ठता'' के आधार पर पदोन्नति द्वारा किये जाने वाले चयनों में <u>अपनायी जाने वाली प्रक्रिया विनियमावली, 2011</u>

1. <u>संक्षिप्त नाम</u> —

(1) इस विनियमावली का संक्षिप्त नाम उत्तराखण्ड पेयजल निगम में अनुपयुक्त को अस्वीकार करते हुए ''जेष्ठता एवं श्रेष्ठता'' के आधार पर पदोन्नति द्वारा किये जाने वाले चयनों में अपनायी जाने वाली प्रक्रिया विनियमावली, 2011 है।

#### 2. अध्यारोही प्रभाव –

यह विनियमावली किसी अन्य नियमावली/विनियमावली या आदेशों में दी गयी किसी प्रतिकूल बात के होते हुए भी, प्रभावी होगी।

#### 3. ज्येष्ठता के आधार पर पदोन्नति पर पदोन्नति हेतु चयन की प्रक्रिया –

(1) 'अनुपयुक्त को अस्वीकार करते हुए ज्येष्ठता' अथवा ''जेष्ठता सह श्रेष्ठता'' के आधार पर की जाने वाली पदोन्नति में उत्तराखण्ड पेयजल निगम में विभिन्न संवर्गो हेतु जारी पात्रता सूची में सम्मिलित अभ्यर्थियों के नामों पर विभागीय पदोन्नति समिति द्वारा उनके ज्येष्ठता क्रम के अनुसार किया जायेगा। सर्वप्रथम वरिष्ठतम अधिकारी के नाम पर विचार कर उसे ''उपयुक्त'' या ''अनुपयुक्त'' घोषित करने के बाद दूसरे तथा तीसरे और आगे इसी प्रकार अधिकारियों के नामों पर विचार किया जायेगा, जब तक कि रिक्तियों की तुलना में वांछित संख्या में प्रोन्नति के लिए उपयुक्त अधिकारी उपलब्ध न हो जायें। जब प्रोन्नति के लिए वांछित अधिकारी उपलब्ध हो जाये तो उसके बाद के अधिकारियों के नामों पर विचार करने की आवश्यकता नही होगी।

(2) इस प्रक्रिया हेतु सम्बन्धित अधिकारियों की प्रोन्नति के ठीक नीचे के पद पर कार्य करने की अवधि की अद्यतन 10 वर्ष की उपलब्ध प्रविष्टियाँ देखी जायेंगी और यदि 10 वर्षो से कम की प्रविष्टियाँ ही उपलब्ध हो तो उपलब्ध सभी प्रविष्टियाँ देखी जायेगी।

(3) यदि पात्रता क्षेत्र में शामिल अभ्यर्थी की विगत 10 वर्षो की चरित्र प्रविष्टियों में पॉच या अधिक चरित्र प्रविष्टियों 'उच्तम या 'उच्चतर' श्रेणी मे वर्गीकृत किया गया हो तथा विचारण के ठीक 02 वर्ष पूर्व की प्रविष्टियॉ प्रतिकूल न हो, तो ऐसे अभ्यर्थी को विभागीय पदोन्नति समिति द्वारा पदोन्नति हेतु ''उपयुक्त'' घोषित किया जायेगा।

(4) यदि किसी वर्ष में वार्षिक गोपनीय प्रविष्टि में अथवा विशेष प्रतिकूल प्रविष्टि के रूप में किसी अभ्यर्थी की सत्यनिष्ठा सदिग्ध अंकित होती है तो जिस वर्ष ऐसी प्रविष्टि अंकित की गयी है, उस वर्ष से 05 वर्ष तक ऐसे अभ्यर्थी को पदोन्नति हेतू अर्ह नही समझा जायेगा।

(5) उपयुक्त के अनुसार की जाने वाली पदोन्नति में कार्मिक केवल अपनी ज्येष्ठता के आधार पर पदोन्नत करने के अधिकार का दावा नही कर सकता। यदि वह पद हेतु उपरोक्त

मानदण्ड के अनुसार अनुपयुक्त सिद्व होता है तो चयन समिति उससे कनिष्ठ कार्मिक को पदोन्नति हेतु संस्तुत कर सकती है।

(6) विभागीय पदोन्नति समिति द्वारा पात्र अभ्यर्थियों पर विचार करने, उन्हे ''उपयुक्त'' तथा ''अनुपयुक्त'' घोषित करने के पश्चात ''उपयुक्त'' अभ्यर्थी को उसकी ज्येष्ठता क्रम के अनुसार पदोन्नति हेतु संस्तुत किया जायेगा।

स्पष्टीकरण : इस नियम की कोई बात समूह 'घ' के कार्मिको की समूह 'ग' के पदों पर भर्ती / प्रोन्नति के मामलों पर लागू नही होगी। समूह 'घ' से समूह 'ग' के पदों पर भर्ती/प्रोन्नति उत्तराखण्ड पेयजल संसाधन विकास एवं निर्माण निगम लिपिकीय सेवा विनियिमावली–2010 में निहित व्यवस्था के अनुसार की जायेगी।

#### 4. श्रेष्ठता के आधार पर चयन की प्रक्रिया –

(1) किसी सेवा नियमावली में अथवा कार्मिक विभाग की किसी नियमावली में ''योग्यता'', ''श्रेष्ठता'', ''सर्वथा श्रेष्ठता'' (स्ट्रिक्टली मैरिट) अथवा '' मुख्य रूप से श्रेष्ठता'' (प्राइमरिली ऑन मेरिट) या ''समस्त पात्रता क्षेत्र से श्रेष्ठतानुसार कड़ाई से चयन'' (रिगरेसली सलेक्शन ऑन मेरिट फ्रॉम दी होल फील्ड ऑफ एलीजीबिलिटी) अथवा ''सर्वथा श्रेष्ठतानुसार या श्रेष्ठता–सह–ज्येष्ठता'' या किसी भी प्रकार से अभिव्यक्त ऐसे ही किसी अन्य मानदण्ड की व्यवस्था हो, जिसमें पदोन्नति हेतु चयन करने में योग्यता / श्रेष्ठता के आधार पर मानने पर मुख्यतया बल दिया जाये तो इस विनियमावली के प्रारम्भ होन पर और इसके पश्चात ''श्रेष्ठता'' (मेरिट) के मानदण्ड का पालन किया जायेगा।

(2) उपरोक्त उप नियम (1) के आधार पर होने वाली पदोन्नति का मुख्य आधार ''श्रेष्ठता'' होगा। ''श्रेष्ठता'' के मूल्याकंन का आधार अधिकारी की सत्यनिष्ठता, नेतृत्व प्रदान करने व त्वरित निर्णय लेने की क्षमता, तकनीकी/विषयज्ञान, विशिष्ट उपलब्धिया / योगदान, कार्य के सुगमता से निष्पादन की क्षमता इत्यादि गुण होंगे। इसके लिए वार्षिक चरित्र प्रविष्टियाँ, विशेष प्रविष्टियाँ, व्यक्तिगत पत्रावली मे उपलब्ध अन्य अभिलेख व विभागीय प्रोन्नति समिति के संज्ञान में लाये गये अन्य तथ्य होंगे।

(3) अधिकारियों की वार्षिक चरित्र प्रविष्टियों के मूल्याकंन के लिए सम्पूर्ण सेवाकाल की प्रविष्टिया देखी जायेगी, परन्तु विशेष ध्यान अन्तिम 10 वर्षो की प्रविष्टिया पर दिया जायेगा। इन प्रविष्टियों का मूल्याकंन उत्कृष्ट, अतिउत्तम, उत्तम, सन्तोषजनक व प्रतिकूल वर्ग में किया जायेगा। 12 माह की ''उत्कृष्ट'' प्रविष्टि के लिए 10 अंक, ''अधिउत्तम'' प्रविष्टि के लिए 08 अंक, ''उत्तम'' प्रविष्टि के लिए 05 अंक, ''सन्तोषजन'' प्रविष्टि के लिए शून्य अंक तथा प्रतिकूल प्रविष्टि के लिए 05 ऋणात्मक अंक प्रदान किये जायेंगे। 12 माह से कम अवधि के लिए प्राप्त अंक को कुल माह जिनकी प्रविष्टि मूल्याकिंत की गयी : 12 के अनुपात में कम कर दिया जायेगा। इस प्रकार प्राप्त अंक के कुल योग को कुल माहों (जिनकी प्रविष्टि मूल्याकिंत की गयी) से विभाजित करने पर औसत मासिक अंक प्राप्त होगा, जिसे 12 से गुणा करने पर औसत वार्षिक अंक प्राप्त होगा। 06 से कम औसत अंक प्राप्त करने वाले अधिकारी श्रेष्ठता के पैमाने पर खरे नही माने जायेंगे तथा प्रोन्नति के लिए उनके नाम पर विचार नही किया जायेगा। 08 या इससे अधिक अंक प्राप्त करने वाले अधिकारी को वार्षिक चरित्र पंजिका के मूल्यांकनार्थ ''अति उत्तम'' श्रेणी में तथा 06 व इससे अधिक किन्तु 08 से

कम अंक प्राप्त करने वाले कार्मिक को ''उत्तम'' श्रेणी में वर्गीकृत किया जायेगा। (4) श्रेष्ठता के पैमाने में अन्यथा खरे उतरने वाले कार्मिको में से वार्षिक चरित्र पंजिका के आधार पर ''अति उत्तम'' श्रेणी में वर्गीकृत अभ्यर्थियों को उनके ज्येष्ठताक्रम के अनुसार उपलब्ध पदो के सापेक्ष पदोन्नति हेतु संस्तुत किया जायेगा, ''अति उत्तम'' श्रेणी के उक्त अभ्यर्थियों के चयन के पश्चात भी यदि रिक्तियाँ बचती है तो शेष रिक्तियों के सापेक्ष ''उत्तम'' श्रेणी में वर्गीकृत अभ्यर्थियों को उनके ज्येष्ठताक्रम के अनुसार पदोन्नति हेतु संस्तुत किया जायेगा।

(5) जिस अभ्यर्थी की चयन वर्ष के ठीक पूर्व की दो प्रविष्टियों में से एक भी प्रविष्टि खराब है या जिस अभ्यर्थी की चयन वर्ष के विगत 05 वर्षो में वार्षिक गोपनीय / विशेष प्रतिकूल प्रविष्टि के रूप में सत्यनिष्ठता संदिग्ध की गयी है, उनके नाम पर विचार नही किया जायेगा।

(6) श्रेष्ठता के चयन में यदि किसी अभ्यर्थी को अवक्रमित किया गया है, तब ऐसे अभ्यर्थी को सूचित किया जायेगा कि वह पद की अनुपलब्धता अथवा पदोन्नति हेतु अनुपयुक्त श्रेणी में वर्गीकृत होने के कारण, जैसी भी स्थिति हो, संस्तुत नही किया गया है।

### <u>'अनुपयुक्त को अस्वीकार करते हुए ज्येष्ठता तथा श्रेंष्ठता के चयनों में न्यूनतम वार्षिक</u> <u>प्रविष्टियों की उपलब्धता'</u>

पदोन्नति के ठीक नीचे के पद पर कार्य करने की अवधि के दौरान अन्तिम 10 वर्षो में से कम से कम 06 वर्षों की वार्षिक प्रविष्टियाँ उपलब्ध होनी आवश्यक होगी। उक्त विनियमावली दिनॉक 21.07.2009 से लागू मानी जायेगी।

6.

605

g0

**A**tu fi **g**½ izVkfinski